



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Grant Specialist II

Office of Management and Budget (OMB)

**OPEN:** May 16, 2018

**EXEMPT:** No

**SALARY GRADE:**

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** May 30, 2018

**JOB CODE:**

**DIVISION:** OMB

**DEPARTMENT:** Finance

**SUPERVISOR:** Grants Officer

**VACANCIES:** 1

**JOB SUMMARY:** Under the direct supervision of the Grants Officer the Grants Specialist II will provide and maintain detailed fiscal/budgetary records of grants through guidance of LIBC Title 28 and applicable federal/state/interlocal regulations. The Grants Specialist II will perform the required tasks with timeliness, accuracy, and efficiency to maintain expert-quality record's of transactions and demonstrate exceptional customer service skills while working with LIBC/LNSO staff as well as the federal/state/interlocal officials.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Must have knowledge of accounting functions and principles as well as GAAP (generally accepted accounting practices).
2. Will review and become familiar with LIBC Title 28, LIBC Procurement Policy and 2 CFR 200 Uniform Guidance as well as applicable state/interlocal terms & conditions.
3. Responsibility to ensure delegation of authority of each grant funded program has been set up properly with required signatures as outlined.
4. Responsible to manage timelines and deadlines of invoices and all required reports for each agreement. Those reports will be reviewed monthly with Senior Finance Staff. There will be no overbilling.
5. Responsible for managing all web portals required to access grant funded profiles strictly for reporting purposes. Grant Specialist II will agree with all terms and conditions outlined under the user profile agreement of each web portal profile.
6. Responsible for developing and organizing assigned grant files to outline important functions of each agreement, make notations of which guidelines are applicable, and identify allocable budgeted costs
7. Responsible to review grant budgets and outcomes are in line with LIBC Title 28 standards and/or federal/state/interlocal guidelines. Once grant review is completed the Grants Specialist II will complete required LIBC/OMB forms for activation review with Senior Finance Staff.
8. Responsible to research, investigate, analyze, reconcile, and evaluate data to ensure allowability of ledger transactions. The Grants Specialist II will adhere to LIBC OMB Procurement Policies.

9. Responsible in developing and managing effective working relationships with LIBC program officials, Senior Finance Staff as well as federal/state/interlocal officials.
10. Will assist the Grants Officer with the review and input of all grant information for the annual A-133 SEFA (Schedule of Expenditures of Federal Awards).
11. Responsibility ensuring compliance with rules and regulations administered by grantor and A-133 auditors of the general ledger & grant files for each grant funded project. Will provide all required information as requested in a timely manner.
12. Will demonstrate exceptional skills in MS Office (Excel, Outlook) & applicable accounting applications.
13. Will exhibit excellent organizational skills and manage & maintain source documentation for procurement and payroll related transactions.
14. Will participate regularly in scheduled OMB/Finance staff meetings.
15. Responsible for preparing grant and contract files for archiving according to LIBC procedures.
16. Responsible for maintaining confidentiality within and outside of the workplace.
17. Other duties as assigned within the scope of work of the Grants Specialist II.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Technical Skills: Must have intermediate knowledge and direct experience working with MS Office most notably Microsoft Excel as well as Word, Outlook and Access. Experience working with accounting systems is imperative. Must be able to operate 10-key operations with accuracy. Demonstrate proficiency in data analysis and reporting to detail, and the ability to understand & work with budgets.
- Office Skills: Knowledge of filing and good organizational skills. Must have knowledge of general office equipment and procedures. Must display excellent time management and problem solving skills.
- Interdepartmental Communications: Ability to read, comprehend, interpret and apply federal/state/interlocal regulations and guidelines within the tasks. Must be able to explain policies and procedures/rules and regulations in a clear and professional manner. Must be able to facilitate meetings and coordinate the work of the Grants Office. Must be able to work both independently and as part of a team as well as manage and prioritize projects effectively to meet deadlines. Must handle sensitive information discreetly and maintain confidentiality. Must be able to travel for work related seminars/workshops.

#### **MINIMUM REQUIREMENTS:**

- Two-year degree in a business related field AND at least 12 months of relevant experience in financial procedures and budgeting process related to government grants and contracts for multiple granting agencies. AAS in Accounting degree preferred.
- Lummi/Native American/Veteran preference policy applies for minimum qualified applicants.

#### **REQUIREMENTS:**

- Must possess and maintain a valid Washington State Driver's License and be eligible for tribal insurance.

- Ability to pass a pre-employment & random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov)  
For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.