



## Grants Compliance Supervisor

### **Department Name & Department Number**

Grants                      4002

### **General Description of Position**

The Grants Compliance Supervisor will work closely with the Comptroller to effectively manage all financial needs related to Federal and State Tribal grants. He/she will enable the Tribe to Implement their “ideal” programs by managing resources and maintaining resources and maintaining compliance to the contracts and grants to which they are committed.

**Supervision Received:** Under the direction of the Comptroller.

**Supervision Exercised:** Supervision over the Grants Writer, Grants Monitor, Secretary and Administrative Assistant.

### **DUTIES AND RESPONSIBILITIES** (Examples may include but are not limited to the following).

Reporting and coordinates all fiscal reports required by our contracts.

Develops reports to federal and state grantors.

Financial Status Reports (FSRs) through the production on of monthly reporting.

Coordinates the production of quarterly PMS 272 reports.

Performs draw-downs and collection of accounts receivable.

Review entries to General Ledger on a monthly basis related to grants.

Performs month-end allocations and adjustments to the general ledger.

Process all Tribal report requests as necessary (questionnaires, misc. reports, multi-year closeouts).

Help out with the annual financial and A-133 audit.

Ensure Tribe complies with grant provisions.

Train staff on programmatic/financial compliance as needed.

Coordinate any audits or visits from grantors.

Communicate regularly with Tribal Council and Executive Director.

Coordinate writing and submission of annual re-applications and new proposals as needed.

Assist Program Managers with creating budgets for proposals.

Create all budget amendments submitted to federal funding agencies.

Responsible for managing Tribal funds to maximize usage.

Other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Required knowledge, skills, and Abilities**

The Grants Compliance Supervisor will have the following qualifications: (i) Excellent communication skills, (ii) Excellent writing and grammar skills, (iii) Possess a thorough understanding of federal and other grant programs, (iv) Experience writing, reviewing and editing grant proposals, (v) Knowledge of available funding sources including federal, state and other government and private sources, (vi) Understanding of the A-133 Single Audit requirements, (vii) Understanding of federal programs specific and general compliance requirements, specifically cost principles and allowable costs, (viii) Ability to coordinate and work well with program directors and manager, and (ix) Ability to analyze needs and research external funding options available to best meet those needs.

## **EDUCATION & EXPERIENCE**

Bachelor's Degree in Accounting.

Two (2) years experience in a supervisory role.

Experience in Great Plains software.

Working knowledge of Office of Management and Budget (OMB) A-133 Circular and Circular A-87.

General Ledger knowledge.

1-2 years experience in accounting/grants management position.

Experience in draw-down process.

Personal computer system, fax machines, copier, typewriter, MS Word, MS Excel, MS PowerPoint, MS publishing Program, and MS Access.

Office Environment: Working hours may be flexible hours must accommodate variable schedule of project deadlines.

Ability to handle stress and changing environment.

Highly organized and the ability to manage multiple tasks.

**NECESSARY REQUIREMENT**

Must have a valid Utah Driver License and able to obtain a Tribal license.

Must pass a pre-employment drug/alcohol test.

Must pass a Criminal Background Check.

Must successfully complete a three (3) month's probationary period during which incumbent will be evaluated for satisfactory performance of typical duties listed.