

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.gov



Human Resources Dept.
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Position Description

Title: Grants and Contracts Clerk
Department: Finance
Reports To: Grants and Contracts Compliance Specialist
Classification: Non-Exempt Fulltime
Pay: \$22-\$28 / hour DOE

Job Summary:

Under direct supervision of the Grants and Contracts Compliance Specialist, the incumbent performs administrative duties in support of Tribal Grants/Contracts compliance. Employee will work with various programs throughout the lifecycle of an award. The incumbent will be responsible for familiarizing themselves with the specific terms and conditions of each award, funder rules and regulations and the Pit River Tribe's Grants & Contracts Policy & Procedures.

Essential Duties and Responsibilities:

- Accountable for assisting in the maintenance of all contracts/grant award files and official records related to the administration of each award.
- Assists with maintaining the Grants Management data base, spreadsheets, and DocStar electronic filing system.
- Assists Grant and Contracts Compliance Specialist in monitoring grant and contract compliance with grantor funding and contract requirements by maintaining monthly calendar of reports due.
- Assists in preparing accurate and timely quarterly, annual, or other financial reports as required by each contract/grant to meet reporting requirements.
- Assists in reviewing accuracy and mathematical calculations.
- Generates reports and accounting functions as requested by the CFO and Grants and Contracts Compliance Specialist for programmatic and Council use.
- Provides accounting and office assistance to CFO as needed, including daily log of contract/grant official documents and daily stamping of all contract/grant paperwork, filing.
- Assists CFO in developing or researching training for program managers on best practices for grant maintenance
- Work with CFO, Grants and Contracts Compliance Specialist and individual Directors/Coordinators during closeout phase in performing reconciliations, tracking and documentation, sub-grant monitoring requirements.
- Assists with updating Grants and Contract Compliance Policy & Procedures, as needed.
- Assist CFO and Grants and Contracts Compliance Specialist during internal reviews, and site views.
- Performs other duties as assigned.

Licenses:

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier

Education and Experience:

AA Degree preferred with Contracts compliance experience. An equivalent combination of education and related experience will be considered.

- Two years of college coursework in business, accounting, finance, public administration, or related fields of study
- Two years of related professional experience in accounting, compliance, grants and administrative experience.
- Possess communication and technical skills in interpreting and communicating grant documents, budget modifications, grantor regulations, tribal financial procedures, and records management.
- Requires ability to extract and compile information.
- Must be able to operate adding machines and computerized systems.
- Ability to establish and maintain effective working relationship with tribal officials and fellow employees.
- Prefer technical experience in working with federal and /or tribal contracts and grants. .
- Prefer experience in working with a tribal or government program.
- Experience in working with federal and/or state grant management systems. (such as, GMS)
- Knowledge of research Methodology
- Skills in data analysis, requires ability to extract, analyze and compile information.
- Financial and Narrative report-writing skills
- Knowledge of Audit preparation
- Must possess knowledge of the principles, methods, and practices of accounting, electronic filing systems and records management.
- Capability of interpreting and communicating grant requirements, budget modifications, grantor regulations, tribal financial procedures, and records management.
- Knowledge of the principles, methods, and practices of accounting, electronic filing systems and records management.
- Working knowledge of all MS Office applications.
- Knowledge of OMB Circulars A-87, A-133, and the Uniform Administrative Requirements.
- MIP Systems
- Must possess solid verbal and written communication skills as this position works with businesses, and a variety of state, county, federal and tribal entities.

Working Conditions:

Work is performed in a small office with limited storage, filing and work space. Frequent interruptions may occur from staff and community members.

Working Environment:

The environment involves the usual risks and stress of an office environment.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

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