

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



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

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### Position Description

**Title:** Grants and Contracts Compliance Specialist  
**Department:** Finance  
**Reports To:** Chief Financial Officer  
**Classification:** Exempt Fulltime  
**Pay:** \$62,400 - \$83,200 DOE

#### **Job Summary:**

The Grants and Contracts Compliance Specialist plays a pivotal role in providing technical assistance to the Chief Financial Officer and Tribal Administrator ensuring all Grants and Contracts are in compliance with the Funder's requirements and contract obligations. The Specialist works directly and regularly with PRT Government Directors/Coordinators. The Specialist is headquartered in the Finance Department under the supervision of the CFO but often works autonomously researching, evaluating and drafting reports for the CFO to review and present to the Tribal Administrator, Tribal Council and funding authorities. The Specialist has technical compliance oversight with grants and contracts which the Tribe has highly regulated contractual obligation. The specialist will work proactively with CFO/Finance Coordinator/Directors and Coordinators and Finance staff during the lifecycle of an award. The Specialist will be responsible for familiarizing themselves and assist Program Managers with the specific terms and conditions of each award, funder's rules and regulations and the Pit River Tribe's Grants & Contracts Policies & Procedures. The Specialist will provide technical assistance to Directors and Coordinators to ensure the Finance Department maintains both the electronic and original hard copy grant/contract documents as well as any addendums or modifications. The Grants Specialist will work with the CFO to develop individual department grant monitoring plans, corrective action plans, reconcile expenditures and payroll in accordance with federal cost principles, as well as, provide administrative technical assistance to the Directors and Coordinators responsible for the grants and contracts in both pre-award, award post-award or closeout phases including budget monitoring, data base management, reporting and reconciliations, Indirect costs calculations, match requirements and expenditure reconciliations.

#### **Essential Duties and Responsibilities:**

- Provide technical assistance to Directors/Coordinators in the proper maintenance of all contracts/grant award files and official records related to the administration of each award.
- Maintains the Grants Management data base, spreadsheets, and Docstar electronic filing system.
- Ensure all sub-grants are reported to the federal government under the Federal Financial Accountability and Transparency Act (FFATA).
- Assists CFO and Tribal Administrator in monitoring grant and contract compliance with grantor funding and contract requirements by maintaining yearly calendar of reports due.
- Develops and maintains reporting requirement alerts to Directors/Coordinators and CFO
- Assists in preparing accurate and timely quarterly, annual, or other financial reports as

required by each contract/grant to meet Grantor reporting requirements.

- Reviews for accuracy and mathematical calculations, all budget modifications and forwards them to the CFO and TA for review and approval.
- Assists CFO in developing monitoring plans for individual grants and in accordance with the Federal compliance standards and requirements.
- Generates reports and accounting functions as requested by the CFO and TA for programmatic and Tribal Council use.
- Attend internal and external stakeholder meetings pertaining to grants and keeps abreast of grant regulations.
- 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 Directors and Coordinators on best practices for grant maintenance
- Work with CFO, TA and individual Directors/Coordinators during Closeout Phase in performing reconciliations, tracking and documentation, sub-grant monitoring requirements.
- Draft and update Grants & Contract Compliance Policy & Procedures, as needed.
- Assist CFO and TA during internal reviews, and site views.

#### **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:**

- An equivalent combination of education and related experience will be considered.
- Four years of college coursework in business, accounting, finance, public administration, or related fields of study. Bachelor's Degree preferred.
- Four years of related professional experience in accounting, compliance, grants and administrative experience.
- 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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