

**MIAMI NATION
IN-HOUSE JOB ANNOUNCEMENT**

POSITION TITLE: GRANTS COMPLIANCE
STATUS: FULL-TIME
CLASSIFICATION: EXEMPT

DATES OF POSTING PERIOD: SEPTEMBER 8, 2017 – SEPTEMBER 29, 2017

JOB SUMMARY: This position is responsible for providing grant related technical support within tribal administration and works closely with grant/program staff, leadership, accounting and grant writer to ensure procedural compliance, record-keeping and financial reporting to ensure compliance of all grants, including Self-Governance funding, is accurate and timely. This position is under the direct supervision of the Chief Finance Officer and will be housed at the tribal complex at 3410 P NW, Miami, OK.

MAJOR JOB FUNCTIONS:

- As a member of the Grant Review Committee evaluates requests/needs for future grants that comply with the approved Mission and Vision of the Miami Tribe
- Maintains current knowledge of changing or updated regulations, requirements and laws with the ability to read, comprehend and provide interpretation of those requirements to tribal personnel
- Enforcement of grant/contract compliance by documentation of concerns, recommended solutions, final resolutions (corrective actions, improvements, etc.)
- Coordinates, and assists as needed, with personnel that direct various grants/programs to ensure compliance with approved tribal policies and procedures, all applicable regulations and OMB circulars
- Monitoring of program directors and staff to ensure requirements of funding awards for deliverables, reports and other requirements are understood and met
- Assists accounting personnel with preparation for audits associated with grants, programs and contracts

OTHER JOB FUNCTIONS:

- Prepares various reports as requested related to grant compliance
- Maintenance of filing system and calendar time line for each grant award to monitor timely reporting, deliverables, budgets, tracking of items purchased with grant funds, agreements and close out documents
- Assist grant writer with gathering documents for grant submissions and research for new grant possibilities, as requested
- Other duties that may be assigned

This position includes, but is not limited to the job functions listed above.

MINIMUM QUALIFICATIONS:

- Degree in applicable field such as Public Planning, Public Works or Project Management, or the equivalent combination of education with a minimum of five years-experience with federal and tribal grants management with financial or accounting experience
- Previous tribal grants administration and/or management required
- Ability to read, comprehend and interpret federal laws, statutes and OMB Super Circulars

- Knowledge of federal grants management, Self-Governance, CFR Regulations and current OMB Super Circulars and tribal guidelines, required
- Knowledge of principles and practices of federal procedures and policies, required
- Knowledge of general office practices and procedures
- Excellent communication skills, both written and oral
- Computer Literate, specifically Microsoft Office
- Must possess high integrity regarding confidential and sensitive information
- Must have the ability to work in a fast paced environment, multi-task and meet deadlines
- Possess strong time management and organizational skills
- Ability to work independently or as part of a team
- May be required to work beyond normal working hours
- Ability to travel, possibly with periods of extensive travel, as required
- Possess a valid driver's license and be insurable
- Background investigation with favorable findings
- Be drug free and successfully pass pre-employment and random drug screens throughout employment

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.