

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406.675.2700
PERSONNEL OFFICE FAX: 406.226.2562
CSKT Website: csktribes.org
E-mail: cory.clairmont@cskt.org**

*****RE-ADVERTISE DUE TO RATE ADJUSTMENT***
****VACANCY ANNOUNCEMENT******

TITLE: Grant Specialist

LOCATION: Contracts & Grants – Pablo, MT

SALARY: \$27.96 to \$45.00 per hour including benefits
(Health Ins., Life Ins., Retirement,
Long-term disability, and P.T.O.)

CLOSING DATE: Thursday, December 19, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

DUTIES:

- Serve as grant advisor to assigned department program staff for review and processing of all outgoing correspondence to the funding agencies
- Review Federal, State, and other outside agency grant opportunities for assigned department programs
- Review ALL correspondence before any action can be taken on a grant submission
- Directs and review grant submissions from multiple assigned department programs to ensure all the proper documentation required for submission is provided and ensures all the information is correct prior to the deadline
- Directs and assists assigned department programs with completing their Grant reporting requirements and ensure they are accurate prior to submittal
- Overseeing assigned programs and provide direction to ensure compliance with tribal, federal, state or other outside funding entity regulations and policies including procurement
- Will conduct “post award” meetings with department heads, program managers, and bookkeepers receiving grant awards, providing complete instruction on all administrative requirements and regulations. Will assist departments in implementation grant programs
- Oversight of financial accountability for assigned programs ensuring established guidelines and procedures are followed. Will revise guidelines and procedures in order to accomplish responsibilities in the most efficient and effective manner. This requires thorough knowledge of federal and state contracting legislation, policies and procedures, and regulations
- Monitor the cash flow for assigned programs grants to ensure money is available for use as needed. Monitoring receipt of funds and the recording of those funds in the Tribes accounting system

- Review all Journal Entries for assigned departments or programs, and purchase requisitions with expenditures for contractual services
- Provide on-site training and instruction to all departments and programs with regard to the overall structure of the tribal organization, tribal policies and regulations affecting the program, budgeting, budget modifications, closeout of accounts, contract/grant modifications, program bookkeeping, utilization and access to computer system for on-going monitoring and reconciliation of accounts, and reporting requirements
- Develop and revise fiscal policies, guidelines and procedures in order to accomplish responsibilities in the most efficient and effective manner. This requires thorough knowledge of federal and state grant legislation, policies and procedures, and regulations.
- Generate and run Revenue/Expense and Detail reports for departments of programs, which will provide them with the information necessary for financial accountability and proper management of their budget so they can balance with the tribal accounting system
- Ensuring accuracy of OAB Database for assigned department or programs
- Deliver the highest level of responsive, courteous and effective customer service. Will respond to departmental and organizational requests in a timely manner sharing clear expectations
- The above description is not all-inclusive and the incumbent may be assigned other related responsibilities.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree in a business related field with special emphasis on contract management, budgeting or accounting **OR** equivalent experience in tribal organization with primary responsibility for tribal, federal and state contracting policies, procedures, and accounting or contract finance.
- Two (2) years of experience in contract administration and accounting
- Experience with the Confederated Salish and Kootenai Tribes preferred

DESIRABLE QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Knowledge of researching, analyzing and interpreting Federal, State, and Tribal laws, regulations, and policies regarding grants.
- Ability to communicate effectively in a variety of mediums to include both oral and written reports of very complex and detailed issues.
- Ability to establish and maintain effective working relationships.
- Ability to interpret regulations and policies
- Ability to coordinate a variety of administrative processes
- Possess analytical ability

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Copies of relevant academic transcripts and training certificates.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
1. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040 or personnel@cskt.org.

FOR MORE INFORMATION: Contact: Katie Miller, Contracts/Grants Manager @ 406.675.2700, ext. 1120.