

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

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INITIAL POSTING: APRIL 9, 2019

DEADLINE: APRIL 22, 2019

POSITION: Grant Compliance Specialist

DEPARTMENT: Legal

SUPERVISOR: General Counsel

LOCATION: LVD Tribal Administration Office

EMPLOYMENT: Full-Time

SALARY/PAY RATE: \$18.00 - \$21.00/Hour (Depending on Qualifications and Experience)

DESCRIPTION:

The primary responsibility of the grant compliance specialist will be to provide analysis, post award services, and oversight to ensure compliance with OMB Uniform Guidance and grant specific requirements and to serve as a resource for Tribal Department Directors and staff who manage grant funds for fiscal and programmatic compliance matters.

RESPONSIBILITIES:

Grant Compliance:

- Prepare and/or review information and reports for internal and external stakeholders.
- Develop and modify policies/procedures/systems in accordance with government regulations and organizational needs and objectives.
- Assist in preparations for external monitoring visits, reviews, and audits, and cross-site evaluations and participate as appropriate.
- Establish and maintain electronic and hard copy files for each grant-funded project to be used for tracking and reporting purposes.
- Conduct routine compliance reviews of grant programs.
- Maintains an up-to-date and complete inventory of grant funded assets.
- Ensures that required reports are being submitted to the appropriate funding agencies on a timely basis as required by the grants.
- Maintain a complete and up-to-date catalog of active grants, including location, amount, duration, performance measures as applicable, and synopsis of grant requirements.

Date Approved by the Tribal Council: April 09, 2019

Procurement:

- Ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance.
- Interface with Department Directors to provide sound advice and recommendations regarding procurement actions.

Monitor Subawards:

- Ensure subrecipient monitoring procedures are compliant with federal and other applicable regulations and are consistent with sound business practices.
- Monitor subrecipient compliance with federal regulations and the requirements of their subrecipient agreements through site visits, audits, and other mechanisms applicable to subrecipient monitoring. Recommend actions necessary to resolve issues/concerns.
- Provide guidance in interpreting and executing applicable regulations and subrecipient award terms and conditions.

General:

- Other duties as assigned

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree and minimum 5 years progressive experience in federal grant management including procurement and subrecipient monitoring, required
- Applicable experience in nonprofit governance, administration, grants management and compliance
- Must pass any applicable background checks and other pre-employment screening

ADDITIONAL DESIRED QUALIFICATIONS:

- Working knowledge of Tribal or other government business operations and federal/state grant and contract funding mechanisms.
- Broad base of relevant technical knowledge and skills related to accounting and financial management and procurement systems, fund accounting experience desirable.
- Good research, data management, and statistical analysis skills.
- Detail oriented with excellent verbal, written and interpersonal skills.
- Microsoft Office Applications, proficiency in Excel and Word

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Date Approved by the Tribal Council: April 09, 2019