CHER-AE HEIGHTS INDIAN COMMUNITY

**OF THE TRINIDAD RANCHERIA**

# **JOB DESCRIPTION**

**TITLE:**  Grants Accountant

**REPORTS TO:** Chief Financial Officer

**QUALIFICATIONS:** Bachelor Degree in Accounting, Business Administration, Public Administration

**EXPERIENCE:** Minimum two years experience in grants and contract financial administration; or two years as an accountant in a state or local government

**STATUS:**  FLSA non-exempt

**POSITION SUMMARY:**

Under the direction of the Chief Financial Officer, the Grants Accountant is responsible for maintaining accounting and financial compliance records and reporting of all Cher-Ae Heights Indian Community of the Trinidad Rancheria grants. The Grants Accountant researches federal, state, local and private compliance requirements for each grant.

**DUTIES AND RESPONSIBILITIES:**

* Research, analyze, develop and administer a variety of policies, programs and procedures;
* analyze and apply federal, state and local regulations and policies related to new or existing programs and projects;
* conduct research, develop applications and administer a variety of grants;
* prepare required grant reporting and represent the department during audits;
* update staff and public regarding changes in federal, state or local regulations and policies;
* prepare and administer Requests for Qualifications, Requests for Proposals and/or contracts or agreements for program activities, equipment or services;
* represent management at meetings of neighborhood, community and/or policy groups;
* participate in development and administration of the department and program budgets by conducting research, analyzing and monitoring financial information and making recommendations for project or program activities;
* may administer and coordinate equipment acquisitions;
* prepare reports, memoranda and correspondence on a wide variety of subjects related to programs and services;
* manage ongoing program activities;
* coordinate schedules;
* develop presentation materials and coordinate informational meetings and notices to policy-making bodies, community groups, home owners, and others;
* perform related duties as assigned.

**KNOWLEDGE:**

* Grant programs.
* Applicable computer system software programs.
* General ledger and journal entries, account reconciliation, account payables, and account receivables.
* Financial budget account analysis, tracking, and reporting.
* Job cost accounting, fixed assets and depreciation, audit preparation, deferred revenue sharing and allocation funding.
* Regulatory requirements, policies, and procedures of accounting.

**SKILLS:**

* Performs variance analysis of budgeted accounts.
* Operates a personal computer utilizing various software including electronic spreadsheets and database applications and PowerPoint presentations.
* Works independently, multitasking, prioritizing projects, and meeting established deadlines.
* Uses analytical and research skills in performance of job duties.
* Establishes and maintains cooperative working relationships with others.

**ABILITIES:**

* Use of office equipment such as ten-key adding machine, printer, fax machine, copy machine, scanner.
* Perform accurate and timely work in an organized and efficient manner, sometimes under stressful situations and short deadlines.
* Use independent judgment in applying guidelines to varied situations and to comprehend and execute verbal and written instructions.
* Demonstrate ability to communicate clearly in a courteous, professional manner, both verbally and in writing.

**PHYSICAL DEMANDS:**

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
* While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb stairs, talk, hear, use hands to finger, handle or operate objects or controls and reach with hands and arms. There will be occasional reaching, stooping, and lifting.
* The employee is occasionally required to lift or move up to 25 pounds.
* Specific vision abilities required by this job include close distance and peripheral vision, depth perception, and the ability to adjust focus. Eye-hand coordination and physical dexterity are necessary for operation of office equipment. Individual will be required to speak, listen and exchange information orally and in writing.

**WORK ENVIRONMENT:**

* Primary duties are typically performed in an office environment.
* The noise level in the work environment is usually quiet to moderate.
* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CONDITIONS OF EMPLOYMENT:**

* Ability to pass a pre-employment drug screen.
* Ability to pass background check.
* Possess a valid California Driver’s License.
* Native American Preference.

**SALARY:**

* $60,000-$65,000

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised: 09/03/07