



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Grants Reporter Accounting Clerk
Department: Fiscal
Supervised by: CFO
Pay Range: T-9 \$24.72- \$34.61/Hr. (\$51,417 -\$71,988 Annually) DOQ
FLSA Status: Exempt; Salaried / Regular; Full-Time

Position Summary: This position is responsible for the operations of post-award grant administration and related accounting duties; serves as the appropriate principal contact for grants and contract accounting functions. Under the supervision of the CFO, this is a highly responsible independent accounting position.

Essential Functions:

- Performs grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes and associated grant communications with departments, department heads, CFO, and Tribal Council.
- Performs bank reconciliations and re-budgeting; performs quarterly, semi-annual and closeout functions and reporting required by grants and contracts administration and sponsors including reconciliations, financial status reports, final invoices, purchase orders, budget reconciliation (zero-out budgeting), and final reporting; reviews and reconciles general ledger transactions to ensure accuracy and complete journal entries.
- Assists with time and attendance reporting, ensuring complete and in compliance with applicable grant regulations, maintains regular communications with departments; communicates with fiscal contacts at funding source for problem resolution and information gathering.
- Assesses departmental needs and resolves issues relating to grants accounting; performs analysis and support for projects reporting.
- Performs other duties as assigned.

Supervisory Responsibilities: None

Competencies: To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- Knowledge of financial operations, laws and regulations pertaining to grants administration reporting.
- Knowledge of federal and non-federal regulations and operation policies preferred.
- Strong interpersonal skills with a high degree of analytical ability.
- Strong verbal and written communication skills.
- Accounting and bookkeeping skills.
- Ability to design, analyzes, and prepares financial reports.

- Ability to monitor expenditures and maintain data.
- Ability to maintain confidentiality.

Education and Experience:

Bachelor's degree in Accounting, Finance, or Business is desirable with 3-5 years of accounting experience and financial reporting skills in governmental accounting, with experience in working with Native American entities, grant reporting and compliance, and recent experience in FASB, GASB 34, GAAP, and taxation is a plus.

- Must be extremely numbers oriented and computer-literate with superior spreadsheet skills. Advance knowledge of Excel, and knowledge of Fundware accounting software is a plus.
- Self motivated and self managed with high degree of honesty and integrity.
- Experience with budgeting, financial reporting, expense analysis, cost benefit analysis. Ability to define problems collects data, establish facts and draw valid conclusions.
- Must be Auto Insurable with Tribe Auto Insurance and pass pre-employment testing.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ *Date:* _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.