



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: GRANT AND FINANCIAL ADMINISTRATOR

SUPERVISOR: HEALTH CLINIC DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: \$71,281-\$93,516 DOE/DOQ ANNUALLY EXEMPT

REPRESENTATIVE DUTIES INCLUDE: The Grant and Financial Administrator is a high-level position in the Skokomish Health Department. This position is responsible for providing a wide range of grant, financial and administrative support. Provides executive level administrative support for the Health Director and Deputy Director including personnel, grant/contract administration, internal accounting processes, high-level procurement and similar. Maintaining compliant internal financial system including funds tracking, funding source compliance, procurement verification and similar. Formulating and managing complex budgets with multiple funding sources in compliance with funding entity, federal, state and/or tribal policies and requirements. Formulating, reviewing, and/or updating position descriptions for employees and contracted service providers.

MINIMUM QUALIFICATIONS:

1. Associates degree (required) advanced degree (preferred) or a combination of education and experience determined at the sole discretion of the Health Director.
2. Minimum of five years of experience in an office setting.
3. Minimum of five years' experience formulating, tracking, and maintaining budgets from basic to complex.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: _____ Date: _____

2/25/2025