



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: GRANT AND FINANCIAL ADMINISTRATOR

SUPERVISOR: HEALTH CLINIC DIRECTOR

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

NATURE OF WORK: 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.

REPRESENTATIVE JOB DUTIES

1. Maintaining compliant internal financial system including funds tracking, funding source compliance, procurement verification and similar.
2. Formulating and managing complex budgets with multiple funding sources in compliance with funding entity, federal, state and/or tribal policies and requirements.
3. Formulating, reviewing, and/or updating position descriptions for employees and contracted service providers.
4. Providing executive-level administrative support for the Health Director and Deputy Director.
5. Providing assistance with personnel such as on- and off-boarding staff, orienting new employees, annual evaluations and similar.
6. Conducting procurement including: high dollar value goods; procurement through Requests for Proposals (RFP), Requests for Qualifications (RFQ), requests for quotes and similar including dissemination, review, scoring and award preparation; formulating scopes-of-work and compensation exhibits for contracts/agreements as well as funding source and pass-through requirements verbiage; and similar.
7. Maintaining Grants and Contracts Matrix, advising the Health Director, Deputy Director and/or Program Managers of expiring grants/contracts and sending reports due reminders.
8. Formulating and submitting competitive grant applications in a timely and effective manner as requested by the Health Director or Deputy Director in compliance with applicable funding sources and tribal requirements and policies.
9. Comprehensive and compliant grant administration including: tracking grant applications; reviewing and assisting with executing awards; conducting start-up meetings; serving as the go-to source for assistance for departmental staff; assisting with remediating timelines, budgets, deliverables and similar non-compliance by revising and submitting required documents and working with departmental and funding entity staff; formulating and maintaining departmental master grant files; ensuring tribal Accounting staff is provided all required grant/contract documentation such as applications, reports, budget revisions and similar; conducting internal grant audits, preparing for and participating in funding source audits as required; and other as requested by Health Director or Deputy Director.
10. Assisting with the development, infrastructure, workflow and management of new programs and services including formulating forms, Standard Operating Procedures, tracking/data collecting tools and similar.

11. Managing fee-for-service and similar revenue generating contracts and programs including Paratransit and MAC by: monitoring revenue and expenses; ensuring revenue is being utilized in compliance with the contracts/agreements; formulating and submitting invoices or similar for payment; ensuring that payments for services are received in a timely and accurate manner; assisting with securing additional revenue generating opportunities as requested; and similar.
12. Research, providing summaries and input and making recommendations for: emerging state and federal legislation; applicable RCW and WAC proposed changes; funding and other resources; actions that may affect tribes and/or tribal health; and similar.
13. Providing training and mentoring for staff and contracted providers as requested.
14. Serving as a member of the departmental Administrative Team.
15. Participating in external meetings, conference calls, conferences and similar as requested as well as serving and speaking on behalf of the Skokomish Health Department limited to the instructions provided and as authorized by the Health Director or Deputy Director
16. Maintaining the Safety Manual (OSHA and job specific) and coordinating and documenting Safety Meetings.
17. And other duties as requested by the Health Director and/or Deputy Director.

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. Minimum of three years' experience processing invoices for payment.
5. Minimum of two years of executive-level administrative support.
6. Minimum of three years conducting personnel-related tasks and activities.
7. Minimum of five years of state, federal and other funding sources grant administration experience.
8. Minimum three years of high-level procurement experience including formulating, disseminating, reviewing, awarding, and contracting activities through RFPs, RFQs, requests for quotes, contracted position, and service providers as well as standard goods and services procurement in alignment with Tribal and funding sources policies and requirements.
9. Minimum of three years' experience formulating, reviewing, and revising position descriptions
10. Ability to manage fee-for-service and other revenue generating contracts and programs in compliance with requirements and tribal policies.
11. Ability to research and provide input and recommendations with regards to: emerging state and federal legislation; applicable federal, RCW (Revised Code of Washington) and WAC (Washington Administrative Code) proposed changes; funding and other resources; actions that may affect tribes and/or tribal health; and similar.
12. Ability to assist with the development, implementation and operations of new programs and services.
13. Ability to maintain strict confidentiality.
14. Ability to operate office machines such as scanners, faxes, and copiers.
15. Intermediate Microsoft WORD and Excel skills. Proficient computer and keyboard skills.
16. Ability to read and understand contracts.
17. Ability to provide assistance in a professional, culturally appropriate, and compassionate manner.
18. Attention to detail and well organized.
19. Ability to multi-task while meeting competing deadlines.
20. Ability to effectively communicate both in writing and orally.
21. The candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
22. Must be able to work in a team environment.
23. Strong organizational, communication and interpersonal skills preferred.

24. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

PREFERRED:

1. Minimum of three years of bookkeeping/accounting experience (required) college level accounting courses completed.
2. Experience formulating and submitting competitive state, federal and other funding source grant applications (preferred), three or more years.
3. Minimum of three years' experience using external grant submission and/or administration systems (required) Grant Solutions, Grants.gov and JustGrants.

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

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

The application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____