



## JOB ANNOUNCEMENT

**JOB TITLE:** Grant/Contract Financial Management Specialist  
**DEPARTMENT:** Accounting & Finance Department  
**SUPERVISOR:** Finance Director  
**CLASSIFICATION:** Salary – Exempt  
**HOURS:** Full time  
**PAY RANGE:** DOQ (Depends on qualifications)  
**FILING DEADLINE:** Open until filled

### **GENERAL DESCRIPTION (summary may not include all duties):**

The primary function and responsibility of this position is to provide budget, financial, and compliance management for grants and contracts. This position will perform the duties of Grant/Contract Financial Management Specialist in accordance with applicable Federal and State statutes and regulations, Tribal policies and procedures, and GAAP accounting procedures. This position may also be called upon to assist with other staff accountant functions. Additionally, the individual must possess a cooperative attitude, a professional manner, the ability to maintain confidentiality, and work independently and accurately in an area of frequent interruptions and as part of a multi-tasked environment.

### **APPLICATION INSTRUCTIONS:**

Please submit letter of interest, resume, and tribal employment application to [hr@upperskagit.com](mailto:hr@upperskagit.com) with the subject line “**Grant/Contract Specialist**”, or mail “Attn: HR Recruiter” at Upper Skagit Indian Tribe, 25944 Community Plaza Way, Sedro-Woolley, WA 98284, or hand-deliver to reception at the above address, Monday-Friday, 8 am – 4:30 pm. Applications can be downloaded from the Tribe’s website: <https://upperskagittribe-nsn.gov/content/Employment-Application-USIT-fillable.pdf>.

**Applicant must meet minimum qualifications to be considered.**

### **MINIMUM QUALIFICATIONS:**

1. Must have a Bachelor’s or Master’s degree in Accounting or Finance, Master’s preferred.
2. Must have 5+ years of federal, state, or local government grant and contract financial management experience.
3. Demonstrate understanding of fund accounting and general ledger experience.
4. Must have good working knowledge of Federal/State grant and contract financial reporting requirements.
5. Demonstrate communication and technical skills in interpreting and communicating grant documents, budget modifications, grantor regulations, Tribal financial procedures, and records management.
6. Demonstrate general understanding of basic accounting practices (GAAP).

7. Must have experience with multi-fund accounting software and be proficient in Microsoft Office programs.
8. Demonstrate knowledge of office machines and general office procedures.
9. Must be able to communicate information verbally and in written form in clear, concise, accurate and professional manner.
10. Must have excellent record-keeping and organizational skills.
11. Must be able to maintain confidentiality of information received orally or in document handling.
12. Must be able to work cooperatively and foster teamwork by helping with essential functions as requested.
13. Must be able to display positive acceptance of multi-tasking environment with regular interruptions, and accomplish tasks on-time and correctly.
14. Must be able to work independently with little supervision.
15. Must pass a pre-employment drug test and random drug testing.
16. Must pass a background check including a criminal background check.
17. Must be willing to sign a work-related confidentiality agreement.

**The Upper Skagit Indian Tribe has the right to change this description at any time. This position is subject to the Preference Policy of the Upper Skagit Indian Tribe. This is an at will position. The statements contained herein reflect general details as necessary to describe the principal function of the job, the level of knowledge and skill typically required, and the scope of responsibility. However, these should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in functional equivalent areas to cover absences or relief, to equalize peak work periods, or otherwise balance the work load.**