

Grants Administrator

The Swinomish Grants Department coordinates implementation, management, compliance, and close out of grants while working closely with the Finance and Legal departments. The services provided by grants and contracts are designed to achieve the tribe's economic, social, cultural, health, educational, community and development goals.

The Grants Administrator reports to the Grants Manager. This position is responsible for grants monitoring and providing technical assistance, as assigned.

Duties:

- Monitor grant activity to ensure compliance with requirements of the award, applicable laws, regulations, and mandated tribal policies and procedures.
- Review financial records of grant funded programs to evaluate and advise on allowability of costs, procurement, etc.
- Coordinate with departments to collect and maintain required records according to applicable laws, regulations, and Swinomish policies and procedures.
- Coordinate between Finance and other Tribal departments to facilitate financial management of grant funded activity according to Swinomish policies and procedures.
- Provide grants technical assistance to departments, as assigned. This will include assistance with interpreting Swinomish policies and procedures related to grants, developing budgets, developing grant proposals, compliance, reporting, etc.
- Other duties may include administrative tasks to support grants department operations, assistance in preparing for annual financial audits, and related tasks as assigned.

Qualifications:

- Bachelor's Degree in public administration, accounting, or a related field
- Minimum five years of related experience
- Knowledge of applicable laws, regulations, and policies, including 2 CFR 200
- Culturally appropriate social skills to successfully monitor and report on grants compliance
- Experience with MIP Fund Accounting, Microix, and grants.gov preferred

