

---

**Karuk Community Health Clinic**  
64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-2201  
Fax: (530) 493-5364

**Administrative Office**  
Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

---

## Vacancy Announcement

**Title:** Grant Compliance Specialist  
**Reports to:** Director of Compliance  
**Location:** Happy Camp Administrative Office  
**Salary:** \$55,000 to \$65,000, depending on experience  
**Classification:** Full Time, Non-Exempt, Non-Entry Level

**Summary:** This position is responsible for making sure that the Karuk Tribe is compliant with all grant requirements including but not limited to submitting all programmatic and fiscal reports on time.

### **Application Deadline: Open Until Filled**

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us](http://www.karuk.us). The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: [www.karuk.us](http://www.karuk.us) or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2041, Fax: (855) 437-7888, Email: [vsimmons@karuk.us](mailto:vsimmons@karuk.us)

## **POSITION DESCRIPTION**

**Title:** Grant Compliance Specialist

**Reports To:** Director of Compliance

**Location:** Happy Camp Administrative Office

**Salary:** \$55,000 to \$65,000, depending on experience

**Summary:** This position is responsible for making sure that the Karuk Tribe is compliant with all grant requirements including but not limited to submitting all programmatic and fiscal reports on time.

**Classification:** Full Time, Non-Exempt, Non-Entry Level

### **Responsibilities:**

1. Shall keep an updated master list of all approved grants including dates when programmatic and fiscal reports are due. The master list should also include the name of the employee who is responsible for each report.
2. Shall email reminders to program directors and controllers of upcoming due dates for reports at the beginning of each month.
3. Shall keep an electronic database which includes copies of backup for all active grant applications and grant awards. The backup should include copies of all completed grant applications, approved resolution to submit and award letters. All responsible parties will have access to this electronic database or shared folder.
4. Shall set up grant folders for all new grant awards; ensuring each file has all necessary documents including the complete application, approved resolution to submit, grant award and other pre-award required documents.
5. Shall house grant files in the Grant Compliance Specialist office.
6. Shall track grant files checked out by fiscal department and administrative staff.
7. Shall maintain a list of all checked out files. The list will include the name of the person checking out the file, the date checked out and the date returned.
8. Shall notify fiscal department controllers when files are set up, so budgets can be set up in the accounting system.
9. Shall access accounting system to verify that budget has been set up by controller within 10 days.
10. Shall notify responsible program director of grant award including start and end date of grant and dates when reports are due.

11. Shall assist program directors with accessing on-line sites to upload programmatic reports.
12. Shall provide basic training to new program directors regarding grant management and reporting requirements.
13. Shall provide basic training to new program directors on how to access, print and interpret EE&A reports and general ledgers from accounting system (MicroFund).
14. Shall monitor draw-downs to make sure grants are drawn down in a timely manner.
15. Shall be available for local and out of the area travel as required for job related training.
16. Shall attend all required meetings and functions as requested.
17. Shall be polite and maintain a priority system in accepting other job-related duties as assigned.

**Qualifications:**

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

**Requirements:**

1. Must possess high school diploma or equivalent.
2. Must have at least three years of grant administration and reporting experience.
3. Must have at least three years of experience working for a tribal government.
4. Must have an understanding of the grant draw-down process.
5. Must understand how to access, print and interpret accounting information.
6. Must have excellent computer skills.
7. Must be very organized.
8. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
9. Must adhere to confidentiality policy.
10. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Review Committee Approved:** June 30, 2022

**Employee's Signature:** \_\_\_\_\_