

POSITION DESCRIPTION

- Title:** Director of Administrative Programs and Compliance
- Reports To:** Tribal Council
- Supervises:** Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developer, Language Director
- Location:** Happy Camp, CA
- Salary:** \$50,000 to \$60,000 depending on experience
- Summary:** As a member of the Tribe's Management Team, the Contract Compliance Specialist will assist the Chairman in ensuring that all contracts and grants are managed in accordance with specified terms and conditions, Tribal policies and procedures and the Code of Federal Regulations (CFR). The Contract Compliance Specialist will be a key participant in the Tribal programs' budgeting process. Shall provide direct supervision to the Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developer, and Language Director.

Responsibilities:

1. Shall review all requests by Tribal Departments to enter into professional service contracts, approves or disapproves forwarding to Council for consideration and monitors those contracts for compliance to tribal and applicable policies and procedures.
2. Shall review all requests by Departments to submit grant and contract applications to potential funding sources for compliance to Tribal policies, procedures and consistency with Tribal programs purpose.
3. Shall assist Tribal Departmental staff in the procurement and preaward process of construction contracts, reviewing contractual documents for compliance to funding agency requirements
4. Shall review contracts and grant awards assigned by the Chairman to this position. Develops monitoring systems that prompt accurate, timely fiscal and program reports consistent with the terms and conditions of Tribal Contracts and Grants.
5. Shall work in conjunction with Tribal Departments and programs to coordinate accurate, timely fiscal and program reporting to Tribal, federal, state, and private contracting/granting entities.

6. Shall prepare financial reports according to contract/grant terms and conditions, obtains narrative reports from Tribal departments and programs, and submits these reports to contracting/granting entities; distributes copies to contract files and participating Tribal Departments.
7. Shall prepare and implement requests for advances and reimbursements (“drawdowns”); follows up with fiscal department, contracting/ granting entities to ensure that such requests have been approved, processed, received, and coded correctly.
8. Shall maintain files of assigned contracts and grants. Prepares files for annual audit.
9. Shall maintain files of contracts and grants and prepares and participates in any programmatic audits required by funding agencies.
10. Shall assist Chairman or designee in preparing for and responding to inquiries from official representatives of contracting/ granting agencies as well as Tribal, federal, state and other auditing personnel.
11. Shall review expenditures of Tribal contracts and grants for compliance to grant/contract terms and conditions. Will monitor fiscal compliance to Office of Management and Budget Circulars A-87, A-102, and A-133 as well as other appropriate tribal policies.
12. Shall prepare and obtain all documentation required to close out each assigned contract or grant; upon Chairman and Department approval, shall submit close out documents to contracting/granting entities and distributes copies to participating Tribal Departments.
13. Shall prepare files of closed out contracts/ grants for storage in accordance with Tribal policies and procedures and with requirements of contracting/ granting entities.
14. Shall provide direct supervision to the Education Program Coordinator, Low Income Assistance Program Administrator, Grant Writer and Resource Developer, and Language Director.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Shall perform annual internal programmatic reviews/audits on all Tribal programs. Shall prepare findings and recommendations and report same to program Director and Tribal Chairman. Shall conduct follow up as necessary and/or required and report on progress to Tribal Council.
17. 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.
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, demonstrated ability to use computerized accounting software as well as data and word processing programs as professional tools.
5. Knowledge of Tribal organizational structure, reporting relationships, lines of authority and fiscal management responsibilities highly desirable.
6. Training and/or experience in negotiation based communications and conflict resolution processes; demonstrated ability to communicate in a clear, appropriately assertive and tactful manner.
7. Demonstrate abilities to initiate and follow through on complex financial management tasks, manage time well and meet deadlines.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess a minimum two year college degree with emphasis in accounting and/or financial management OR three years experience in contract/grant management, accounting, and or financial management.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
4. Must adhere to confidentiality policy.
5. Must successfully pass a drug screening test and criminal background check.

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

Revised: November 4, 2003/Revised March 24, 2005

Chairman's Signature: _____

Employee's Signature: _____