



Cow Creek Government Office

Position Description

Position Title: Grant Specialist

Department: Finance

Reports To: CFO

FLSA Designation: Exempt

POSITION PURPOSE:

Grants Specialist oversees compliance information and facilitates compliance monitoring of Government funding. Tracks and monitors contractual requirements and provides technical assistance as needed to ensure sound contractual compliance with Agreement terms and conditions.

ESSENTIAL FUNCTIONS:

- Identifies and interprets all contractual provisions of the Government-funded Agreements and monitors compliance requirements.
- In collaboration with the Grants & Budgets Manager, identifies and resolves compliance issues relating to Government-funded agreements. Conducts periodic checks of key compliance areas to ensure all agreement requirements are successfully met. Works with program staff to develop, organize, and finalize all materials needed for means of verification to document compliance.
- Identify potential areas of compliance risk factors; remain abreast of all compliance changes, activities and identify trends; communicate appropriately with staff concerning policies, procedures and updates
- Facilitates action plans to bring programs into compliance, provides monitoring and oversight to ensure that compliance issues are fully addressed.
- Prepares proposal certifications and assurances, pre-award surveys, and other institutional documents as needed.

QUALIFICATIONS:

- Associates Degree required.
- Minimum 2 years progressive experience in federal grant management required.
- Must possess an advanced knowledge of procurement regulations pertinent to contracting.
- Experience working with Bureau of Indian Affairs preferred.
- Broad base of relevant knowledge and skills related to accounting and financial management and procurement systems, fund accounting experience desirable.
- Detail oriented with excellent verbal, written, and interpersonal skills.
- Ability to manage multiple projects and priorities.
- Proficiency in Excel and Word.