



# Eastern Band of Cherokee Indians

## Job Description

<b>Position ID Number:</b>	896-1400-015	<b>Last Revised:</b>	03/03/2016
<b>Position Title:</b>	Grants/Contracts Manager	<b>Department:</b>	Grants Compliance
<b>Reports to:</b>	Director of Finance & Management	<b>Division:</b>	Treasury

**Primary Function:** Responsible for all aspects of federal, state and local grants and contracts on behalf of the Eastern Band of Cherokee Indians from application to compliance oversight to closeout. Prepares and negotiates the Indirect Cost Rate proposal with the National Business Center. Monitors all Tribal programs as to compliance with federal and state regulations, guidelines, policies and procedures for grants within their areas. Compiles annual grant activity, prepares the Federal Financial Award (FFA) and other schedules for the annual external audit. Oversee the day to day activities of the grants compliance department. The Grant & Contract Manager will also serve as a resource to the Finance department during the annual budget and mid-year review processes.

- Job Duties and Responsibilities:**
- Plans, directs, and manages the grant life cycles for all programs under the Eastern B and of Cherokee Indians in the grant compliance office.
  - Directly oversees multi-million dollar awards, grants, and funding agreements for Tribal programs that utilize outside funding sources.
  - Negotiates with agencies on compliance components of grants, contracts and agreements.
  - Prepare, present and negotiate the Indirect Cost Rate proposal with the National Business Center.
  - Oversees the review of grant and contract proposals and applications for external funding, including the preparation of materials for approval by Tribal Council.
  - Reviews all financial and narrative reports for compliance before forwarding to grantors from Tribal programs.
  - Monitor all sub-recipient activities.
  - At required intervals and upon completion of grant/contract ensures all necessary documentation and summary reports are completed and submitted to appropriate funding agencies.
  - Oversee all funding request process.
  - Provides assistance to Tribal programs with preparation of financial reports. Ensures that staff maintains effective relationships with Tribal programs in order to maximize opportunities to apply and maintain external funding.
  - Oversee the development or revision of program budgets; assist in the monitor of expenditures for conformity to established budgets and to insure overall budgetary control; and reviews budgets with program managers on a quarterly basis to determine if opportunities or existing need for revision.
  - Interprets and applies principles of Office of Management and Budget (OMB) Circulars and law pertaining to grant/contract activities.
  - Plans, develops, and implements training sessions for Tribal programs in the areas of grant/contract and compliance issues.
  - Provides assistance to Tribal programs on correct procedures in budgeting as required for grant/contract matches.
  - Performs research when variances between the general ledger and grant financial reports are discovered and recommends any corrections to the Director of Finance & Management.
  - Ensures new grant programs are entered into the budget and accounting system as required.

- Ensures that accurate set-up and usage of any disbursement method such as ASAP (Automated Standard Application for Payments) is up to date and prepared to except fund disbursement from agencies using the Tribal Duns and Tax ID number.
- Develops and implements data/document management systems including databases and reporting tools to accurately track and manage grant related data.
- Prepares year-end financial reports for auditors.
- Plans and implements corrective action plans for audit findings.
- Prepares schedule of Expenditures of Federal Awards (SEFA) for audit.
- Maintains constant communications with the Director of Finance & Management to advise of situations and keep informed.
- Performs all duties according to established safety guidelines and Tribal policies.
- Performs other duties as requested by supervisor.

**Education  
/Experience:**

A Bachelor of Science degree in accounting or related field is required. Must have a minimum of five (5) years of progressively responsible work experience in a financial type field with work experience in a budgetary control and basic general ledger accounting operation. Two years' experience in compliance or related position. Five years of supervisory experience to qualify for position. Must obtain a Grants Financial Management Certification within the first year in position. Twelve to Eighteen months would be necessary to become proficient in most phases of the job.

**Job Knowledge:**

Must have a thorough knowledge of policies, procedures, and guidelines of the Finance Division of the EBCI. Knowledge of Generally Accepted Accounting Principles (GAAP) and Personnel Manual of the Tribe is required. Requires the ability to understand and interpret governmental guidelines. Must be skilled in the use of: specific software used by the division, computers, and other related office equipment. Requires the ability to plan, supervise, and coordinate all activities and functions of the Grants Compliance Office. Requires the ability to maintain specified records, files, and logs and compile data to generate required financial documents/reports. Must have management and administrative skills and be able to communicate, both verbally and in writing. Must be able to work independently and as the member of a team. Must possess a valid North Carolina driver's license.

**Complexity of  
Duties:**

Professional judgment is required to interpret grant specifications. Must constantly evaluate and modify existing programs to meet operational requirements. Must use problem-solving skills and be able to analyze data in performing job duties. Must be able to communicate accounting issues effectively to personnel with no accounting background. Must be able to communicate effectively with Budget & Finance staff in closing grants at fiscal year-end.

**Contact with  
Others:**

Has frequent contact with the Executive Committee, Secretaries, Director of Finance & Management, coworkers, program directors, governmental agency employees (including, but not limited to: OMB, HHS, Economic Development, USDA, BIA, Dept. of Justice, Department of Commerce), auditors, and Tribal management to exchange or provide information. Tact, decorum, and professional etiquette are required in the exchange of information.

**Confidential Data:**

Will have access to confidential data and information, including financial information of the Eastern Band of Cherokee Indians, and personal information on public customers, employees and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.

**Mental /Visual  
/Physical Effort:**

Close concentration and attention to detail are required for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform

all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing and hearing. Must be able to lift light packages up to 10 pounds.

<b>Environment:</b>	Works in a professional office environment with frequent visits to other locations. Travel outside the Qualla Boundary will be required.
<b>Extent of Supervision:</b>	Responsible for ensuring own work product and work product of staff is accurate and timely, generally free from error, and in accordance with the policies and procedures of the Office of Budget & Finance, and completed in the attainment of the goals and objectives of the Office of Budget & Finance. Indirect supervision of division operations that pertains to grants and contracts.
<b>Scope of Supervision:</b>	Responsible for professional, timely and accurate work product that meets the goals and objectives of the Office of Budget & Finance> This position will be responsible for the work product and professional performance of five (5) positions, a Grant Administrator, a Lead Grants & Contracts Analyst, and three Grants and Contracts Analysts.
<b>Supervision Received:</b>	Works under the general guidance of the Director of Finance & Management. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Office of Budget & Finance. Must be able to perform duties independently and poses the ability to work as part of a team.
<b>Responsibility for Accuracy:</b>	Position deals with exact and precise figures and data. Most errors would be detected within the accounting systems and internal control procedures of the Office of Budget & Finance. Work product should be generally free from error and should be of the highest quality and reliability, as work product will be used to analyze financial standing and performance.
<b>Resourcefulness &amp; Initiative:</b>	The Office of Budget & Finance insists on the delivery of its Key Results: Timely & Accurate Data, Effective Communication and Superior Customer Service, Accountability, and Moving Forward. Staff is expected to seek and utilize resources and exercise initiative in the setting and attainment of goals at the individual, departmental, divisional and Tribal levels. Staff is expected to continue to grow and develop as professionals in order to appropriately contribute time and effort toward the attainment of key results, goals and objectives.
<b>Responsibility for Safety /Equipment:</b>	All work shall be completed in accordance with Health and Safety standards as set forth by the Eastern Band of Cherokee Indians in the Tribal Safety Handbook & Risk Management Policies and Procedures Manual. Will also have access to equipment of significant financial value which should be safeguarded and protected at all times.