



Eastern Band of Cherokee Indians

MANAGER - GRANTS

Position Description

Program:	Budget & Finance	Reports to:	Director - Finance
Division:	Treasury	Position Number:	989614015
Classification:	Exempt	Revision Date:	10/01/2022
Pay Level:	16	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EB CI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

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 Manager – Grants will also serve as a resource to the Finance Department during the annual budget and single audit of the Tribal Government.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Plans, directs, and manages the work of the grants compliance functions on behalf of the entire Tribal Government.
- Provides leadership and direction on major financial awards from Federal, State, and local agencies to the Eastern Band of Cherokee Indians for essential governmental services and capital projects.
- Negotiates with agencies on compliance components of grants, contracts, and agreements.
- Oversees the development of the Indirect Cost Rate Proposal prepared for the National Business Center on an annual basis to determine rates for the entire Tribal Government.
- Directs and oversees the grant review process prior to and during application and solicitation phases of the grant life cycle which includes revenue collection of all grants and contracts on behalf of Tribal Government.
- Directs and oversees the preparation of all grant compliance and reporting requirements as specified by Federal, State, and local agencies.
- Monitors all sub-recipient awards made by the Eastern Band of Cherokee Indians to ensure compliance with all Office of Management and Budget, Code of Federal Regulation, Governmental Accounting Standards and the policies and procedures of the Eastern Band of Cherokee Indians.
- At required intervals and upon completion of grant/contract ensures all necessary documentation and summary reports are completed and submitted to appropriate funding agencies.
- Provides leadership and guidance to all 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.

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- Interprets and applies principles of Office of Management and Budget (OMB) Circulars and law pertaining to grant/contract activities.
- Oversees the planning, development, and implementation of training sessions for Tribal Programs and grants analyst positions in the areas of grant/contract and compliance issues.
- Oversees research when variances between the general ledger and grant financial reports are discovered and recommends any corrections to the Director – Finance.
- 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.
- Plans and implements corrective action plans for audit findings.
- Prepares Schedule of Expenditures of Federal Awards (SEFA) for audit.
- The Manager - Grants works will all Tribal Programs that receive grants/contracts and is responsible for ensuring the integrity and compliance of each grant/contract is being followed.
- Maintains constant communications with the Director - Finance to advise of situations and keep informed.
- Performs all duties according to established safety guidelines and Tribal policies.

Scope of Supervision:

This position is supervised by program leadership. This position is responsible for supervising assigned personnel.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** Five (5) years of related experience required. Experience in governmental accounting and direct grants management; and 5 years of supervisory experience required.
- Education:** Bachelor's Degree in related field required.
- Licenses & Certifications:** Valid, insurable NC Driver's License required.

KNOWLEDGE, SKILLS, & ABILITIES

Key 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 obtain a Grants Financial Management Certification within the first year in position.
- Twelve (12) to eighteen (18) months would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

Position deals with exact and precise figures and data. Most errors would be detected within the accounting systems and internal control procedures of the Department of the Treasury. 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. 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

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financial value which should be safeguarded and protected at all times.

Key Relationships:

Has frequent contact with the Executive Committee, Secretaries, Directors, Management, coworkers, 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.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. 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.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. 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.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. 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.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

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| Work Environment: | Works in a professional office environment with frequent visits to other locations. Travel will be required. |
| Mental/Visual/
Physical Effort: | Must be able to lift 25 pounds and carry 5 pounds on a repetitive basis. Must be able to lift light packages up to 10 pounds. 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. |

OTHER

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| Confidentiality: | All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination. |
| Background Investigation: | All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks |

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for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening:

All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Manager - Grants** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date