



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

<b>Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?</b>	
<b>Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?</b>	

**Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.**

**JOB TITLE: Accountant II – Grants Accountant**

**DEPARTMENT: Finance**

**POSITION SUMMARY:** The Grants Accountant is the main support position for state grants and contracts within the Tribal Government. This position is responsible for entering all new grants and contracts into the grants database as well as entering all budgets for the grants in the accounting software.

**Supervised by:** Chief Financial Officer

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop general knowledge in all areas of the Accounting Department
- Enter all new contracts into the grants database
- Ensure grants database is up to date with expired or new grants & contracts
- Ensure timely entry of grant/contract updates into accounting software to ensure budget information is up to date
- Enter all grant budgets into the accounting software
- Maintain files on all grants in pre-established format
- Ensure all proper forms are obtained for all new grants and have appropriate signatures
- Preparation of submittal for required reports in a timely manner
- Serve as the primary contact between funding agencies and the Tribe for accounting, budget, and compliance issues
- Work with program directors to ensure budgets for funding and modifications are up to date at all times
- Assist in grant audits and grant compliance as needed
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- Associates Degree in Accounting, Business or Similar
- 5 or more years of experience working with grants

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Proficient in Microsoft Office Programs, especially Excel.
- Proficient with 10-Key.
- Experience with MIP Fund Accounting and QuickBooks is preferred
- Fund Accounting experience preferred
- Ability to work well with others. Able to interact with other teammates regarding work and willing to help those who need additional help
- High attention to detail and accuracy

## **WORK ENVIRONMENT AND TIME COMMITMENT**

1. This is a part-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Accountant II is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_