

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT**

POSITION: Contracts and Grants Manager

SALARY: DOE

DEPARTMENT: Legislative Branch of the Northern Cheyenne Tribe

ACCOUNTABLE TO: Sergeant-at-Arms

CLASSIFICATION: ???

OPENING DATE: November 4, 2022

CLOSING DATE: November 21, 2022

HOW TO APPLY:

Submit a completed application, RESUME with (3) current (within one year) letters of recommendations (one must be a previous/present employer), Tribal certification or Tribal ID, (if claiming Tribal preference), a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to:

Northern Cheyenne Tribe
Attn: Human Resources
P.O. Box 128
Lame Deer, MT 59043

Applications may be electronically submitted to:

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

SUMMARY OF WORK:

The Contracts and Grant Manager will be responsible to maintain a tracking system for all contracts and grants awarded to the Tribe. They will work closely with Tribal Council Budget and Finance Committee, Administration, the Finance Department, and Program Directors to ensure budgets are prepared for approval and to assist in contract compliance consistent with contract and grant requirements.

ESSENTIAL RESPONSIBILITIES:

The Contracts and Grants Manager will collaborate with staff on proposals, reports and be able to management a database of all contracts and grants for the Budget and Finance Committee.

PERSONAL CONTACTS:

Personal contracts will include Administrative staff, Central Finance staff, Program Director, Tribal Council, and the public in various setting.

JOB PERFORMANCE AND STANDARDS:

An ideal candidate for the Contracts and Grants Manager position is highly organized with the ability to implement systems and follow-up processes; effectively work under pressure; use independent judgement; and produce a quality work project within tight time constraints.

JOB REQUIREMENTS:

Experience with contracts and grants, project management, account maintenance, and compliance
Should have up to date knowledge and familiarity of applicable law and regulations and funding guidelines, including but not limited to Code of Federal Regulations relative to contracts and grants.
Experience with uniform administrative requirements, cost principles, and audit requirements for federal awards.

KNOWLEDGE:

Comprehensive knowledge of funding and prospect research.
Must be able to make independent decisions and use strategic thinking in discerning appropriateness of funding opportunities in relation to organizational priorities.

SKILLS:

Must possess excellent writing and computer skills
Intermediate or above Excel software skills
Requires good interpersonal communication and teamwork skills

ABILITIES:

To collaborate with staff on proposals, reports and timelines.
Must possess the ability to work on several projects simultaneously and efficiently.
Must maintain a high level of confidentiality at all times
Requires a high level of problem solving skill

EDUCATION AND EXPERIENCE:

A Bachelor of Arts or Science degree from an accredited institution in Accounting, Finance or Business required

PHYSICAL REQUIREMENTS/ WORKING CONDITIONS:

Must be able to stoop, bend and lift on a daily basis
Must be able to pass a criminal background check and fingerprinting
Must be able to pass drug/alcohol testing

PREFERENCE IN HIRING:

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Cheyenne Tribe.