



**MISSISSIPPI BAND OF CHOCTAW INDIANS
OFFICE OF FINANCE & ACCOUNTING**

P.O. BOX 6090
CHOCTAW, MS 39350
PHONE (601)650-1522 / FAX (601)656-4839

JOB ANNOUNCEMENT #432357

POSITION: Grants Management Specialist (post-award)
SUPERVISOR: Grants Management Compliance Officer
JOB LOCATION: Office of Finance and Accounting; Tribal Office Building
STATUS: Regular, Full-Time, Exempt
SALARY: Grade 16
OPENING DATE: FEBRUARY 03, 2023 **FEB 03 2023**
CLOSING DATE: FEBRUARY 17, 2023 OR UNTIL FILLED

SCOPE OF SERVICE:

The Grants Management Specialist serves under the direct supervision of the Grants Management Compliance Officer. The Specialist is an integral member of the overall grants management and compliance team. Proficiencies required of the Specialist include the following: understanding of Tribal planning processes; post-award performance and fiscal reporting requirements for all grants received by MBCI; strong organizational skills; post-award grants management; and policy compliance. The Grants Management Specialist provides leadership in all post-award grant work, including review and understanding of Grant Award Notices; applicable Federal, Tribal, or State regulations and rules; post-award documents preparation; budget adherence and timelines; and overall readiness for successful grant operations and reporting. The status of the position is regular, full-time, and exempt. The Grants Management Specialist is located in the Office of Finance and Accounting, Tribal Office Building.

DUTIES AND RESPONSIBILITIES:

1. Serve as an energetic and skilled member of MBCI's Grants Management and Compliance Office team by focusing on all activities, preparations, and work involved in the post-award phase of grants management;
2. Promote the consistent enforcement of Tribal policy, Tribal operating procedures, and internal controls for MBCI grants management and compliance;
3. Maintain an internal control structure to ensure compliance with applicable Federal, Tribal, and state laws and regulations;

4. Provide comprehensive administrative and sponsored program financial management support;
5. Provide training, guidance, technical assistance, and oversight to Tribal department and program directors and to contracted grant-writers on all facets of the post-award grantsmanship; work will involve studying GANs provided to MBCI by Federal, state, local, and private (foundation, corporation or association) grantors; review approved Indirect Cost Rate Agreement; (coordinate with Planning Office);
6. Assure that all funded projects are in compliance with funding agencies' requirements for expenditures, reports and budget modifications;
7. Provide regular and systematic examination of all aspects associated with grant awards and administration and implementation of a Tribally-approved project in an effort to ensure compliance with Tribal, Federal and other funder regulations;
8. Assure that all MBCI post-award performance and fiscal reporting requirements and any project or budget amendments are completed accurately and on-time;
9. Coordinate formal agency audits or interim reviews of grants by Federal, Tribal, or state agencies;
10. Provide support and guidance to MBCI CFO and other as directed for the effective administration and financial management of grants;
11. Monitor financial compliance of all grants reporting unusual or irregular activities related to grants to the CFO;
12. Assist in providing grants compliance support to MBCI departments throughout the full life-cycle of all grant-funded programs; (coordinate with Planning Office);
13. Notify and consult with MBCI Office of the Attorney General on compliance questions;
14. Be responsible for managing multiple simultaneous grant-funded projects;
15. Maintain current knowledge and awareness of grant-funded work in progress within all Tribal departments and programs; prepare quarterly reports for supervisor;
16. Collaborate with the Grants Services Specialist (pre-award) to establish all necessary records for funded projects;
17. Request establishment of new account numbers applicable to funding source and activity;

18. Assure that budget information is set up according to approved budget in coordination with Grants Services Specialist;
19. Follow Federal grantor GAN instructions and post-award requirements; rules and regulations; compliance; acquisition and procurement rules; Uniform Guidance, 2 CFR Part 200; Code of Federal Regulations, Cost Principles, and Audit Requirements for Federal Awards;
20. Work directly with Division Directors and Project Directors, Bookkeepers and Office of Finance and Accounting to resolve issues;
21. Establish subcontracts as per notice of grant awards;
22. Notify Division Directors and Project Directors of contractual issues and potential problems;
23. Meet with Division Directors on a monthly basis;
24. Review revenues, expenditures, available balances and encumbrances;
25. Develop reconciliation processes and communicate any changes to Department and Project Directors;
26. Assist Project Directors on problems as they occur, and document trends;
27. Present quarterly Grant Summary Chart (or Funding Review) report to the Officer and Division Directors that provides: Name of grant, Budget amount and Cash Balances for all active grants, any inactive grants with outstanding issues, grants expiring over the next fiscal period, and grants submitted during last 6 months;
28. Participate on committees pertaining to process improvement, planning and organizational development as requested;
29. Prepare ad hoc reports on grant award data for Grants Management Compliance Officer, Chief Financial Officer and Tribal Chief as requested;
30. Perform other related duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in Accounting, Business Administration, Grants Management; or a related academic discipline;
2. Minimum of 5 years' work experience in compliance and accountability, preferably with the Mississippi Band of Choctaw Indians or with a Federal agency;

3. Minimum of 5 years' work experience preparing detailed budgets, expense reports and financial projections;
4. Prior work experience preparing reports for contracts, subcontracts, project agreements, and/or memorandums of understanding;
5. Prior work experience using integrated accounting and purchasing system;
6. Strong preference for prior work experience directly related to Federal grants management, Tribal Government program planning; grant-writing and compliance with Federal grantor regulations;
7. Strong command of Federal grantor GAN and post-award requirements; rules and regulations; compliance; acquisition and procurement rules; Uniform Guidance, 2 CFR Part 200; Code of Federal Regulations, Cost Principles, and Audit Requirements for Federal Awards;
8. Ability to accurately interpret Tribal, Federal, and state rules, ordinances, laws, regulations, and policies;
9. Demonstrate self-motivation; high level of professionalism; excellent written and verbal communication skills; ability to maintain strict confidentiality; ability to multi-task and meet deadlines successfully; successful time management; ability to exercise keen attention to detail; ability to organize and maintain order;
10. Demonstrate ability to communicate effectively with the staff of the Office of Finance and Accounting, Grants Management and Compliance Office, Planning Office, Tribal division, department, and program directors, contracted grant-writers, grantors, and auditors;
11. Serve as the principal post-award administrative resource and contact between project staff, proposal writers, external funding agencies and MBCI, and act as a post-award information liaison for funded projects at MBCI;
12. Experience with web-based grants management software (Grants.gov, GrantsOnline.gov, FedBizOpps.gov);
13. Proficiency in use of Microsoft suite of software, to include MS Word, Excel, Project Management, and other useful and current management software;
14. Adequate personal transportation and valid Mississippi Driver License;
15. Ability to fully comply with Tribal Drug and Alcohol Testing policies and MBCI comprehensive background clearance requirements.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350