

Yakutat Tlingit Tribe

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JOB ANNOUNCEMENT

POSITION TITLE: Grants Compliance Officer
POSITION LOCATION: Yakutat Tlingit Tribe
SUPERVISOR: Executive Director
POSITION DETAILS: Full Time with Benefits
FRINGE BENEFITS: 401K, Medical/Dental/Vision, Generous Leave Package
OPEN DATE: 9/29/2021 CLOSE DATE: Open Until Filled

POSITION SUMMARY

This position is responsible for grant and contract compliance in accordance with funding source regulations, Tribal local, state, and federal laws. The incumbent is responsible for financial reporting and monitoring of all grant and contract awards including budget monitoring, grant/contract revisions, program compliance, allowable and unallowable expenditures, revenue cash flows, and custodian of official files. Successful applicant must become educated with applicable Code of Federal Regulations, OMB200, and other associated regulations/statutes.

The Grants/Compliance Officer will interface with all departments within YTT and strong interpersonal skills, strong organizational skills, and a self-directed/self-motivated work ethic is a requirement for success. The successful applicant possesses a high degree of organization and is a self-starter who can hit the ground running with minimal supervision. This position requires travel and training as a requirement of employment and professional development.

QUALIFICATIONS:

- Bachelor's Degree in Business or closely related field required
- Database Management experience highly desired
- Valid Alaska Driver's License
- Ability to read and interpret Notice of Funding Opportunities
- Ability to write routine reports and grant related correspondence
- Ability to speak effectively to groups
- Knowledge of applicable State, Federal, and Tribal codes, laws, and regulations
- Knowledge of community needs, problems, and resources
- Demonstrated knowledge of Microsoft Office
- Must maintain and protect confidentiality
- Success with writing and winning grants highly desired, but YTT will train highly qualified candidates meeting other base requirements

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to hr@ytttribe.org.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: _____

DATE: _____

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

