



**San Pasqual Band of Mission Indians  
Position Vacancy**

<b>Position Title: Grants Manager</b>	<b>Posting Date: April 26, 2018</b>
<b>Position Reports to: CFO</b>	<b>Employment Category: Exempt/Full Time</b>
<b>Department: Finance</b>	<b>Department #: 11</b>

**Position Summary**

The Grants Manager position is responsible for the administration of all Tribal grants, as well as State and Federal allocations, which includes but not limited to the selection of expenditures to charge to grants, preparation of grant budgets for approval by granting agencies, creation of annual grant budgets for approval by the General Council; correspondence with granting agencies and other work needed to facilitate execution of the grants. Candidate will report directly to the Chief Financial Officer of the Finance Department.

**Principal Duties and Responsibilities**

- Managing and supporting all the grants related report requirements.
- Identify and develop strategies to optimize the grants administration process.
- Perform relevant research and assist department heads to identify available funding and grant opportunities.
- Directly support/assist in grant writing requirements with department heads and/or grant writers.
- Oversee if the grants are implemented in accordance to the operational and financial needs of the Tribal government.
- Keep the department heads informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process.
- Prepare financial budgets and allocation in accordance with each grant requirement.
- Provide detailed reports to the granting agencies with respect to the Tribal government's progress.
- Manage required reports and other documents related to the grant-funded programs.
- Maintain records of all payments and receivables and prepare monthly records for all grant-related activities.
- Provide training to the department heads as needed on grants management and reporting requirements.
- Other duties as assigned.

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.*

## Qualifications & Skills

### *REQUIRED EDUCATION / CERTIFICATIONS:*

- Bachelor's degree in Business Administration, Accounting, Economics, Government Public Policy, or equivalent.
- Working knowledge of pertinent Federal, State, and local laws, codes and regulations including Non-Profit and For Profit Accounting, GASB and FASB, and OMB Circulars.
- Knowledge of public sector accounting and generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS).

### *EXPERIENCE / QUALIFICATIONS / SKILLS*

- Minimum of 5 years hands-on experience administering grants from various state and federal granting agencies
- Grant Writing experience a plus
- Tribal government experience a plus
- Excellent project management and organizational skills.
- Strong command over written and verbal communication.
- Excellent interpersonal and presentation skills.
- Possess good knowledge of planning and strategizing grants and related financial issues.
- Ability to work within a team and provide support to department heads and other Tribal government staff personnel.
- Ability to perform in cross-functional team approach and job responsibilities.
- Experience with basic financial management skills including developing and monitoring budgets, and financial reporting.
- Can multi-task with strong ability to work under deadline pressure.
- Ability to prioritize work, and produce quality results on time, accurately and with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet.
- Ability to maintain a positive attitude when dealing with difficult situations.
- Maintain confidentially and high ethical standards.
- Working knowledge of Word, Excel, and Powerpoint.

Individuals who are interested for consideration for the above position should email their resume to [hr@sanpasqualtribe.org](mailto:hr@sanpasqualtribe.org) or submit application to 16400 Kumeyaay Way, Valley Center, CA 92082

Closing Date: Until filled

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.
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