

**TOIYABE INDIAN HEALTH PROJECT, INC.**

**Job Description**

**POSITION:** Grants Accountant

**SALARY RANGE:** TSS 10/11

**WORK STATION:** Bishop Clinic/Satellite Clinics

**SUPERVISOR:** Chief Financial Officer,  
or Designee

**SUPERVISES:** Fiscal Staff, as assigned

**NON-EXEMPT FULL TIME**

**POSITION SUMMARY:** Under the direction of the Chief Financial Officer, or designee, the Grants Accountant provides technical accounting, budget and other administrative support for contract and grant programs of TIHP, including monitoring, tracking, and maintaining current draw down of funds. Prepare/track required internal and external administrative and financial reports.

**QUALIFICATIONS:**

1. A Bachelor's degree or the equivalent, in accounting, finance, business administration or a related field from an accredited college or university supplemented with at least two (2) years experience in local, state or federal government with direct exposure to grant reporting and/or compliance; or six (6) years of progressive accounting experience, at least two of which are directly related to grant accounting; or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.
2. Proficient in Microsoft Office Suite, accounting software (such as MIP & Microix) and related business software.
3. Effective presentation, written and verbal communication skills.
4. Ability to work independently and as a team with minimal amount of supervision.
5. Must possess a valid Drivers' License and insurable with company insurance.
6. CPR certified or certified within three months of hire.
7. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
8. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES & RESPONSIBILITIES:**

1. Provide advanced and technical accounting support work, involving varying fiscal years, for TIHP and its grant-funded programs.
2. Monitor, analyze and prepare reports on the financial transactions and accounting for programs funded by Federal, state and local grants and allocations.
3. Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods.
4. Track revenues and expenditures by funding source and/or subcontract. Reconcile grant and program financial statements for submittal to the Fiscal Office by fund which may include many different grants.
5. Work closely with department staff, Fiscal Office, Administrative officials, and Federal, state and local governmental agencies.
6. Report financial grant information from a variety of revenue sources with many element codes. Prepare a variety of reports, statements, records, analyses, and financial

compilations for Federal, state, and local regulatory agencies with various reporting periods according to specifications and program needs. Prepare grant close-outs and biennial reports.

7. Track administrative, narrative, and progress reports of grant-funded programs and submit a consolidation of all required reports to the funding agencies.
8. Track due dates and prepare reports for grantor agencies, verify invoices for allowable costs, and prepare grant requests for reimbursement or advances as allowable by the funding agency and directed by the department.
9. Review financial transactions prior to submittal to ensure compliance with the appropriate use of grant funds as set forth by the funding agency and applicable laws, regulations, and policies.
10. Assist in recommending and implementing grant administrative and fiscal reform, both in department systems and financial compliance reporting systems.
11. Calculate and execute electronic and manual fund transfers from grantor financial institutions to TIHP bank accounts. Establish and use record keeping procedures, manually and through on-line data entry and wire transfer systems.
12. Establish and maintain a schedule detailing deadlines and key dates for grant reporting (financial and administrative) and update the schedule regularly for use and distribution to TIHP programs and officials.
13. Assist in the closing of grants as required to ensure that all federal requirements for grant closings are followed, primarily that all reporting requirements are complete and that all funds are properly received and accounted for.
14. Assist the Contracts & Grants and Fiscal Office with annual audit and indirect cost agreement.
15. Provides excellent customer service, technical assistance or referral services to TIHP Departments.
16. Assist in developing program budgets; post budget modifications; monitor expenditures against budget no less than monthly and communicate with program Directors.
17. Monitor Grant drawdowns & ensure appropriate funds are drawn down as expended.
18. Reconcile drawdowns posted to accounting system & agency websites, and remaining available funds.
19. Performs other related duties as assigned.

Reviewed by:

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## **TOIYABE INDIAN HEALTH PROJECT, INC.**

## **POSITION DESCRIPTION**

**POSITION:** Grant Specialist

**SALARY RANGE:** TSS 10/11

**WORK STATION:** Bishop

**SUPERVISOR:** Executive Director

**SUPERVISES:** None

**EXEMPT**

**POSITION SUMMARY:** Responsible for the research, submittal, and follow-up of grant and contract proposals for primary and secondary grants and contracts to various federal, county, state and city governments; work cooperatively with Toiyabe and other affiliated agencies to successfully secure additional funds for the provision of continuing or expanding Toiyabe services.

### **QUALIFICATIONS:**

1. A Bachelor's Degree from an accredited institution desired.
2. Minimum of 4 years health management and proposal writing experience.
3. Expertise in health systems analysis and data collection systems.
4. Must possess excellent oral and written communication skills including public speaking abilities.
5. Ability to maintain regular records for statistical data.
6. Familiar with the aims and objectives of Toiyabe and express a genuine enthusiasm for its success.
7. Must have a valid California drivers license, insurable with company insurance and able to travel to meetings as required.
8. Must have the ability to multi-task and work well under pressure.
9. CPR certified or certified within three months of hire.
10. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
11. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

### **DUTIES & RESPONSIBILITIES:**

1. Responsible for research, collection, and compilation of data for submitting proposals for primary and secondary health care grants, other related grants, and contracts to various federal, county, state and city governments.
2. Research for available funding announcements on a daily basis.
3. Responsible for timely submittal, tracking, and follow-up of all proposals submitted to appropriate agencies with the goal of successfully securing such grants or contracts.

4. Work cooperatively with Toiyabe departments and affiliated agencies for preparation, submittal, and follow-up of funding proposals to the point of acceptance or denial.
5. Work cooperatively with Department Heads/Program Coordinators to develop any required policies and procedures associated with grant goals and objectives.
6. Perform the above duties and responsibilities while maintaining a professional appearance and attitude.
7. Perform other job-related duties as assigned by the Executive Director.

TIHP - Position Description  
Grant Specialist  
Approved: 2/3/12