

**FORT BELKNAP INDIAN COMMUNITY**  
**Fort Belknap Agency**  
**656 Agency Main St.**  
**Harlem, MT 59526**

**TITLE:** Grant/Contract Specialist

**STATUS:** Permanent/Full-time

**DEPT:** Finance

**SALARY:** Negotiable

**SUPERVISION RECEIVED:** Works under the general supervision of the Comptroller and Grant/Contract Manager, and Chief Finance Officer

**NATURE OF WORK:** Office setting working with programs and directors

**TYPICAL DUTIES:**

1. Performs grant-related post-award functions, including budget and expense analysis, periodic invoicing, financial reporting, and associated communications with program directors, reconciliations, and budgeting
2. Performs grant closeout functions required by Grants and Contracts Administration and related awarding agencies including reconciliations, financial status reports, final invoices, purchase order liquidations, zeroing out budgets, and final reporting
3. Reviews general ledger transactions to ensure accuracy and complete journal entries.
4. Follow establish policies and procedures to ensure accurate and timely grant accounting, financial reporting, draw downs and reimbursements
5. Responsible for monthly review of grants and contracts to ensure all allowable activity has been recorded, including but not limited to: indirect cost, reimbursements, draw downs and other adjustments
6. Maintain up-to-date calendar of deadlines to ensure needed information and data are received from departments to ensure timely submission of financial reporting
7. Verify that narrative and other progress reports are submitted by program directors
8. Preparation of all financial-related regulatory reports for *assigned* grants and contracts
9. Produce monthly status reports on grant budgets, reporting deadlines and status of draw downs and reimbursements
10. Responsible for month-end close for assigned grants and contracts
11. Maintain grants database and hard copy files
12. Assist with the preparation of the Schedule of Expenditures of Federal Awards as well as other audit schedules
13. Participate in agency, department, and other meetings as needed
14. Perform duties of other grant accountants in their absence, as needed
15. Performs other duties as assigned

**SPECIAL CONDITIONS:**

- 1. Will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, prior to and during employment.**
- 2. Must never have been convicted a Felony; or a misdemeanor within one (1) year of applying for position.**

**10/06/2011 (updated 01/08/2018)**