

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Compliance Officer

Position Number: 4328

Pay Grade: S12

Department: Administration

Location: Complex

Issuing Date: April 24, 2008

Closing Date: May 1, 2008



Mailing Address:

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

Summary of Responsibilities: Work collaboratively with grant/contract project directors, tribal officials and staff in the accounting and budget offices to support effective grant/contract management and compliance.

Essential Duties and Responsibilities include the following:

- Responsible for assisting grant/contract project directors with startup and closeout of grant/contract funded projects.
- Assures compliance through periodic reviews of reports for grant/contracts.
- Provides guidance and training to project directors and tribal officials regarding startup activities, including establishment of accurate, timely and complete recordkeeping processes.
- Evaluates and reviews expenditure of funds for compliance with grant/contract stipulations to see that expenditures are timely and appropriate.
- Monitors submission of SF-269 and SF-272 reports to ensure timeliness, accuracy, and completeness.
- Coordinates the development of grant/contracts management checkpoint reports and customizes the reports as needed for individual projects.
- Completes checkpoint reports quarterly to ensure that all grant/contract recordkeeping, reporting of requirements and restrictions are observed.
- Monitors progress toward meeting grant/contract objectives, distributes copies of reports to appropriate tribal officials.
- Performs other duties as assigned.

Knowledge, Skills and Abilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and/or familiarity with accounting procedures.
- Knowledge of word processing, spreadsheet, database and other computing skills.
- Excellent oral, written and interpersonal skills that demonstrate the ability to accurately and thoroughly communicate logic, clarity of thought, persuasiveness and creativity.

- Budget management skills.
- Ability to collect, organize, synthesize and present information in a meaningful manner.
- Demonstrates ability to work under pressure to meet deadlines.
- Documented success in securing grant/contracts.

Education and/or Experience:

- At least two years recent experience working with grant/contracts management issues.
- At least three years experience in the identification, preparation, and submission of grant/contracts.
- Participated in professional development programs on grant/contract management.
- Knowledge and/or familiarity of computerized accounting practices, procedures, and spreadsheet software programs.
- Candidate will have knowledge of federal, state, private, and local grant/contracts awarded to the tribe.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

Conditions of Employment:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test and maintain a valid driver's license. Additionally, selected individual must be bondable and able to pass background check.