

Job Title: Grants Accounting Specialist

Non-Exempt

Job Type: Full time

Department: Fiscal

Pay: \$22.50 to 28.00 per hour

Reports to: Finance Officer

Opening Date: 11/06/25

Closing Date: 11/20/25

POSITION SUMMARY: Performs the duties of Accounts Receivables, Grant Fiscal Compliance and Budget monitoring as needed in the Fiscal Department

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Monitors accounts receivable balances and contacts funding agencies as needed to solicit payment of invoices that are overdue.

Prepares periodic monthly and quarterly reimbursement requests/drawdowns/invoices for submission to various funding agencies, and submits them to Grants Manager for review and to Finance Officer for final processing.

Prepares and distributes various annual, monthly and quarterly financial reports for submission to funding agencies, program managers, and other administrative staff. These reports may include the Financial Status Report (FSR SF-269), Federal Financial Report (FFR SF-425), expenditure reports, and various other reports required by Federal and Non-federal funding agencies. This activity includes verifying account balances with vendor invoices and other source documents and resolving discrepancies with appropriate staff.

Prepare journal entries to correct misclassifications, record indirect costs or administrative fees, and other general ledger adjustments as needed.

Monitors program budgets and expenditures and reports major variances or discrepancies to managers and administrative staff.

May coordinate with Grant Writer or Grant Manager to submit grant applications.

Enters approved budgets and budget revisions in the accounting software program Accu-fund.

Provides assistance to program managers/directors in budget management including budget formulation, budget revision/modification, and account classifications.

Assists with maintaining general ledger chart of accounts. Assigns fund/program numbers to new programs and inputs them into the accounting system at the direction of the Finance Officer.

Provides training and assistance to program managers/directors with financial and programmatic reports. Maintains a schedule that lists deliverables/reports by type of report due, due dates, actual date of completion, and other relevant information. Send reminders to managers prior to due dates to ensure compliance and prevent delinquent reports.

Set up and maintain a master file for assigned programs. Ensures files are organized and contain all pertinent information including but not limited to grant award documents, modifications, budgets, correspondence, financial reports, programmatic reports, invoices, closeout documents, checklists, and logs.

Coordinates communication/correspondence with various funding agencies concerning financial reports, financial needs, and compliance issues.

Assist in annual audit preparations. Sets up an electronic audit file for special revenue programs and maintains it throughout the fiscal year.

Performs the close out process of contract/grant programs by reviewing general ledger activity to ensure accuracy, allowability, and compliance with federal/State/Tribal requirements, coordinates with appropriate staff to resolve potential audit issues, reconciles accounts receivable and deferred revenue balances for special revenue programs, and prepares close-out entries.

Other duties may be assigned on an as needed basis.

AUTHORITY/SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: 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, skill, and/or ability required:

Must be physically present to work a regular, reliable, and predictable work schedule in accordance with business demands and maintain a consistent and regular attendance record. Must possess strong analytical and problem-solving skills, with the ability to identify issues, evaluate options, and implement solutions in a timely and effective manner.

Employ positive communication skills and exercise professional interpersonal abilities (tact, diplomacy, and respect) with guests and co-workers at all times.

Maintain a high degree of professionalism in the workplace, including appearance, communication, attendance, reliability, and teamwork.

Maintain a high level of organization, including an orderly and neat work area and excellent time management skills, leading the highest levels of productivity.

Demonstrate a desire to succeed and willingness to help others succeed.

Understand the role and responsibilities of the position and demonstrate proficiency in the position requirements.

Ability to maintain high levels of confidentiality and maintain employee privacy.

Ability to relate well to people and work cooperatively with others to effectively coordinate activities to accomplish goals and objectives.

EDUCATION/EXPERIENCE:

High School Diploma or GED required

2 or more years of accounting experience preferred

Experience working with contracts and grants preferred

Experience working with governmental fund accounting software preferred

Intermediate to advanced skillset with computer programs including Microsoft office products such as Excel, Word, Outlook, Teams and Adobe Acrobat

Demonstrate the ability to exercise sound, independent judgment

Must be bondable

Must be willing to travel to attend training

Must be 18 years of age, or older with a valid California Driver's License

Must be able to provide evidence of eligibility to work in the USA

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Job is onsite at the Fort Bidwell Indian Community located at 130 Mee Thee Uh Road, Fort Bidwell, CA 96112.

Indian Preference: Preference will be given to qualified Native Americans under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Equal Opportunity Statement: The Fort Bidwell Tribe is an Equal Opportunity Employer and is committed to providing a workplace environment free of discrimination. The Tribe will not hire, discharge, or in any other way discriminate against an employee in compensation, working conditions or any other terms or benefits of employment because of the employee's race religion, color, national origin, sex, age, citizenship, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, or any other non-merit factor. The Tribe shall, however, exercise a policy of Tribal Indian preference as provided in Personnel Policy No. 3 – Recruitment and Hiring.

Knowledge of the Fort Bidwell Tribe: this position requires an awareness and deep appreciation of the Fort Bidwell Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.