The Klamath Tribes
501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/06/26
CLOSE: Until Filled

EXEMPT __X__
NON-EXEMPT ____

POSITION DESCRIPTION

POSITION: **GRANT ACCOUNTANT (FINANCE)**

RESPONSIBLE TO: Deputy Chief Finance Officer

SALARY: Step Range: 35-45; Annual/Full Benefits
Salary Range: $82,678- $111,113
Hourly Range: $39.75 - $53.42

CLASSIFICATION: Professional, Management, Regular, Full-Time

LOCATION: Klamath Tribal Administration
501 Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: Comprehensive

POSITION OBJECTIVES

Under the direction of the Deputy Chief Finance Officer, the Finance Department Grant Accountant is responsible for accounting, compliance, and financial management of all grants and contracts awarded to The Klamath Tribes. The Grant Accountant will ensure all grants/contract financial operations are compliant with applicable regulations (including OMB Uniform Guidance, 2 CFR 200), Tribal and funder policies, and that budgets and expenses are accurately recorded and monitored through the MIP accounting system. The Grant Accountant will reconcile various budgets, prepare financial reports and initiate drawdowns for several funding agreements and maintain detailed centralized records. The Finance Department Grant Accountant will work in tandem with the Grant Accountant within the Grant Office to prepare and post financial reports and drawdowns.

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for establishing, monitoring, and performing all financial aspects of grant and contract awards from federal, state, local, and private entities, including set-up, budgeting, expense tracking, and close-out in the MIP accounting system.

2. Serve as the point of contact for all grant-related financial matters, liaising between Finance, program leaders, and grantors.

3. Review grant and contract proposals, budgets, and cost allocation plans for allowability, allocability, and appropriate documentation.

4. Ensure all grant activities comply with OMB 2 CFR 200 Uniform Guidance, funder-specific requirements, and the Klamath Tribes' financial policies and internal controls; maintain up-to-date knowledge of such regulations.

5. Prepare timely and accurate financial reports for grantors, auditors, and Tribal management, including budget-to-actual reports, requests for reimbursement, and closeout packages.

6. Reconcile grant and contract accounts, monitor spending, proactively identify and communicate potential compliance or budget risks to supervisors and program managers.

7. Collaborate with Payroll & Benefits Specialist and accounting staff to ensure personnel and other expenses are correctly allocated to grant awards; process and file all related records according to Tribal policy and record retention schedules.

8. Assist and help train program managers, directors, and other staff working with grant funds on grant compliance and budgeting best practices.

9. Prepare schedules and documentation for annual audits, grantor reviews, and internal compliance checks; address audit findings timely and implement corrective actions.

10. Maintain organized and comprehensive grant files, including budgets, reports, correspondence, and supporting documentation.

11. Work as a member of the Finance Office, undertaking other duties and tasks as assigned to support the mission of The Klamath Tribes, including occasional involvement in Tribal cultural, traditional, or community events which may occur outside of normal work hours.

12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored

cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

The Deputy Chief Finance Officer is the immediate supervisor for this position and will assign, monitor, and evaluate performance according to established policies and procedures. The Grants Accountant works independently on daily assignments, resolving questions as they arise. When faced with unusual, new, or complex issues, the Grant Accountant consults with the Chief Finance Officer for direction. Work is reviewed for accuracy, compliance, and timeliness.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of or ability to quickly learn applicable Tribal, federal, and state grant/contracting guidelines, including 2 CFR 200 Uniform Guidance, funding agency rules, and cost principles.
- Familiarity with accounting and reporting requirements for federal grants, tribal funds, and contracts; strong understanding of indirect cost allocation.
- Proficiency in the use of MIP (Abila) Accounting System or similar nonprofit/tribal fund accounting software (required).
- Must be skilled in navigating software systems and be able to adapt quickly to new systems.
- Expertise in Microsoft Office, especially Excel; ability to generate, analyze, and interpret financial reports.
- Ability to communicate complex financial regulations and information in plain language to managers and staff.
- Ability to work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the Finance Office.
- Ability to maintain confidentiality of records and information pertinent to the nature of the work.
- Strong organizational and time-management skills.
- Ability to work with individuals from diverse backgrounds and uphold the cultural values of The Klamath Tribes.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a Bachelor's Degree in Business, Finance or Accounting. *(Must submit copy of diploma or transcripts with application.)*

- **REQUIRED** to have five (5) years of professional, hands-on experience in fund accounting for Tribal programs, nonprofit, or governmental organizations, including direct work with federal awards

- **REQUIRED** to have a minimum of two (2) years of experience in fund accounting, including account reconciliations, expense tracking, budget monitoring, and financial reporting.

- **REQUIRED** to possess knowledge and working experience with an automated accounting system, with emphasis on MIP (Abila), Sage or comparable nonprofit/tribal financial software

- **REQUIRED** to demonstrate competence in preparation of grant and contract financial reports and reconciliations.

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.

- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Experience as a Grants Accountant with a tribal government or in a similar environment.

- Experience in managing and monitoring federal and state-funded grants.
- Knowledge of federal grant regulations, including 2 CFR Part 200.
- Experience in grant budgeting, financial reporting, expenditure tracking, and budget reconciliations.
- Knowledge of Generally Accepted Accounting Principles (GAAP) and internal accounting controls.
- Ability to analyze financial data, identify discrepancies, and resolve accounting issues.
- Strong organizational skills with the ability to manage multiple grants, deadlines, and reporting requirements.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resources
P.O. Box 436
Chiloquin, OR 97624

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**