



VACANCY ANNOUNCEMENT

Grants Compliance Specialist

Brief Description of Duties to Be Performed: The Grants Compliance Specialist is responsible for providing analysis, post award services, and oversight to ensure compliance with OMB Uniform Guidance and grant specific requirements. Monitor all grants activity for appropriate/allowable charges against budget. Oversee purchasing policy and ensure that purchases conform to applicable Federal law and standards of the OMB Uniform Guidance. Develop and modify policies and procedures and system controls in accordance with government regulations and organizational needs and objectives. Monitor detailed grant salary allocations/distributions against original or modified budgets. Prepare and/or review information and reports for internal and external funders and stakeholders.

Minimum Requirements: Associates Degree in Business Management, Finance or closely related field obtained from an accredited college or university that has equipped the applicant with the specific knowledge, skills and abilities to successfully perform the duties of the position or applicable experience in grants management and compliance. Attention to details. Excellent critical thinking, problem solving and organizational skills with the ability to multi-task effectively in a varied environment. Excellent written and oral communication skills with proven ability to effectively communicate with all levels of management and interact regularly with departments and outside agencies. Strong computer literacy and proficiency (including Microsoft Suite and Office 365). Demonstrated ability to work in a team environment. Cultural sensitivity and ability to work within the customs and traditions of various Tribal Nations; specifically, those within the USET Region. Ability to travel and work irregular hours.

Position posted: September 28, 2018

Closing Date: Open until filled

Please send cover letter and résumé to:

Melisa Stephens, Director of Employee Relations & Personnel Management

United South and Eastern Tribes, Inc.

711 Stewarts Ferry Pike, Suite 100

Nashville, TN 37214

Email: mstephens@usetinc.org.

Hiring preference shall be given to American Indian/Alaska Natives