LEECH LAKE TRIBAL COLLEGE

POSITION TITLE: Accountant/Grant Administrator
DEPARTMENT: Finance
REPORTS TO: Chief Finance Officer
CLASSIFICATION: Exempt
ESTABLISHED: October 8, 2015

PRIMARY FUNCTION:
This position is responsible for performing professional accounting duties including the examination, analysis, maintenance, reconciliation, and verification of financial records.

In addition, this position will serve as the grant administrator for certain grants received by the Leech Lake Tribal College; will work with the Chief Financial Officer to ensure departments are in compliance with Leech Lake Tribal College, State, and Federal policies and regulations; and will ensure that proper policies are in place and adhered to.

ACCOUNTABILITY:
This position is required to work full-time and be accountable for being at work between the hours of 8:30 am and 4:30 pm or other approved working schedule. Weekend and evening hours may be occasionally required.

This person must be accessible for staff, students and the general public during the times established as directed by the Chief Financial Officer.

ESSENTIAL RESPONSIBILITIES: Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Work with the finance team to prepare audit documentation work-papers.
2. Work with finance team to prepare financial statements.
3. Prepare and maintain sub-schedules of assigned general ledger accounts and reconcile to financial statements.
4. Prepare monthly adjusting journal entries as needed.
5. Provide review for assigned accounting tasks.
6. Provide back-up for assigned accounting tasks.
7. Assist the chief financial officer in an annual review of the internal control structure and help implement changes.
8. Assist the chief financial officer to assure departmental compliance with fiscal policies and procedures.
9. Research public-and private-sector grant funding opportunities to meet identified college needs.
10. Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies. Provide assistance in resolving issues and conflicts with funding agencies. Meet with Principle Investigators at least monthly.
11. Works with Principle Investigators and Senior Accountant on grant budgets.
12. Works with Principle Investigator and Senior Accountant to ensure that all required grant reports are completed and submitted in a timely manner.
13. Work with Regional, State and Federal Government funding agencies to ensure compliance with grant management policies and award documents.
14. Serve as a resource to the President and other departments of the College on state and federal funding programs; provide information and research.
15. Assist Administrators in recognizing and prioritizing institutional and departmental funding needs, keeping abreast of college and departmental priorities, college programs and events.
16. Monitor revenues and expenditures, project status, to ensure proper implementation and compliance for all grant-funded projects.
17. Work with the grant coordinator to revise and update Grant Management Policies to assure compliance with Federal and State regulations and to meet college needs and requirements.
18. Perform all duties related to the administration of all grants received by the College.
19. Serve as a leader of the LLTC Grant Review Committee.
20. Serves on various college committees and participates in professional organizations as appropriate.
21. Resolve or assist in the resolution of problems and/or complaints and initiate corrective action as appropriate.
22. Performs other related duties as required or assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:
- A degree in accounting and a minimum of two years of experience in the accounting profession, or equivalent combination of education and experience.
- Strong background in a college, governmental, or not-for-profit accounting including grant management experience.

KNOWLEDGE/ABILITIES / SKILLS:
- Knowledge and understanding of Anishinaabe history and culture;
- Knowledge of and commitment to the mission and goals of Leech Lake Tribal College;
- Knowledge of accounting principles;
- Knowledge of applicable federal and state laws and regulations, research and statistics, and computerized information systems used in grant compliance applications;
- Knowledge of research methods and funding sources;
- Strong written and verbal communication.
- Skills in database management, team building, problem solving, and policy and procedure development;
- Excellent organizational skills
- Ability to foster a cooperative work environment, communicate effectively, gather and analyze program data and generate reports;
- Strong interpersonal skills;
- Knowledge of accounting principles, general ledger accounting, and building an effective internal control structure;
- Knowledge of windows based software;
- Ability to work on multiple projects simultaneously;
- Ability to provide outstanding quality customer service and support to the LLTC and all stakeholders.

LICENSES AND OTHER REQUIREMENTS:
Proof of valid Minnesota driver's license and current auto insurance required.

Employee Signature: ____________________________ Date: ______________