# Vacancy Announcement

**Support Services – Grants & Contracts**

Pueblo of Acoma Human Resources Department  
P.O. Box 348, Acoma, NM 87034  
505-552-6728  
www.puebloofacoma.org

**JOB TITLE:** Grants and Contracts Manager **(Full-Time/Regular)**  
**PAY RATE:** $DOE

| OPENING DATE: | December 19, 2019 | CLOSING DATE: | Open Until Filled |

## POSITION PURPOSE

Under general direction of the Controller, administers and monitors the Pueblo of Acoma’s grants and contracts and ensures all grants and contracts are maintained in accordance with contractual requirements and applicable laws, regulations, policies, and procedures. Maintains confidentiality of all privileged information.

## ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Review proposal supplications in accordance with required specifications required by the funding agencies; ensures all items are outlined in the agency solicitations; reviews proposed costs and ensures that all allowable costs are included.
2. Maintain complete and accurate grant and contract files.
3. Review all grant and contract expenditure requests for available budget and funding allowance.
4. Prepare reimbursement reports and draw down requests as needed or as required by the funding agency.
5. Perform close out grants or contracts before the deadline established by the funding agency.
6. Maintain electronic access to appropriate websites for submitting drawdown requests and required financial reporting.
7. Assist with the annual audit and prepares the Schedule of Expenditures for Federal Awards (SEFA).
8. Provide assistance during program reviews and monitoring visits performed by the granting agencies.
9. Follow up on audit findings to ensure continued compliance.
10. Participate in the planning of administrative activities associated with bureau, federal, and state programs.
11. Request or recommend amendments/modifications to, or extensions of, grants or contracts.
12. Establish new grants and contracts as they are awarded to ensure accurate startup in compliance with funding agencies.
13. Ensure compliance with contractual obligations and requirements by monitoring and reviewing grants and contracts.
14. Monitor Programs’ progress toward accomplishing the stated contract and grant goals and objectives.
15. Coordinate required actions on correspondence, forms, reports, and other documents to be signed by the Governor or approved by the Tribal Council before submission to funding agencies.
16. Organize and monitor the communications between Accounting and Program Directors to ensure that proposals or requests for re-funding are properly budgeted.
17. Assist in the timely submission of financial reporting for funded programs by coordinating scheduled budget meetings with Accounting staff and Program Directors.
18. Attend and participate in scheduled meetings and training to ensure administrative efficiency and compliance with bureau, federal, and state laws, regulations, and policies.
19. Schedule and facilitate meetings with the Governor, Tribal Council, Program Directors, and Program staff to review and discuss contract and grant updates and/or issues.
20. Coordinate with Programs to ensure program goals, objectives, services, and expenditures are in compliance with proposals or contracts.
22. Update professional and technical knowledge by: conducting research; attending seminars, educational workshops, class and conferences; reviewing professional publications; establishing networks; participating in professional organizations; conferring with representatives of contracting agencies and related organizations.

23. Contribute to a team effort and accomplishes related results as required.

24. Perform other duties as required.

### MINIMUM QUALIFICATIONS

**Experience:**
- Three years relevant work experience

**Education:**
- Bachelor’s Degree in Accounting, Finance, Business Administration, Public Administration or related field.

**Mandatory Knowledge, Skills, Abilities and Other Qualifications:**
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo’s traditional form of government, culture, and traditions
- Knowledge of the functions and structure of the Pueblo of Acoma
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements in the administration of grants and contracts
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of tribal, federal, and state auditing policies and procedures
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint)
- Skill in developing, writing, and submitting funding proposals
- Skill in preparing reports and correspondence
- Skill in budget preparation and administration
- Skill in preparing, reviewing, and analyzing operation and financial reports
- Skill in providing leadership to supervising, training, and evaluating assigned staff
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations
- Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels
- Ability to maintain confidentiality
- Ability to create and present effective speeches and presentations
- Ability to work independently and meet strict time lines
- Ability to make solid decisions and exercise independent judgment
- Ability to analyze situations and adopt appropriate courses of action
- Ability to be persuasive and tactful in controversial situations
- Ability to demonstrate excellence in everything, and continually seek improvement in results
- Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements
- Ability to perform other duties as assigned

### PREFERRED QUALIFICATIONS

- One year supervisory experience
- Keres speaking
INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None

Driver Check: All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA01122019 Pueblo of Acoma is a Drug Free Workplace.