



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Grant Administrator– (1) FT Regular – Finance Department

Summary: Responsible for thorough understand of grant development and management processes. Have experience with federal agencies/systems as well as experienced with all tasks assigned to Grant Writer. Performs professional accounting work of moderate difficulty. Responsible for maintaining compliance and accounting records related to Special Revenue Fund programs. Responsible for providing technical accounting and compliance guidance to program level staff.

Employment Qualifications:

Minimum Necessary Qualifications -

- Bachelor's degree with three (3) years' experience in Grant Administration/Accounting or Associate degree with five (5) years' Grant Administration/Accounting; and
- Three (3) years' experience in management and administration of federal grants and contracts of equivalent experience; and
- Experience with Federal grant financial record keeping and reporting procedures; and
- Three (3) years' supervisory/managerial experience; and
- The technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Valid driver's license and insurable under organizational policy; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a post-offer drug screen and background investigation.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E4 **Hiring Range:** \$43,193 - \$68,735 – Commensurate with Verified Experience
Status: Exempt; Bi-weekly pay **Background Check:** Extensive

Application Instructions:

Obtain an application form on the Tribe's website and request a copy of the position description www.lrboi-nsn.gov or by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, transcripts for Bachelor's Degree (if applicable), transcripts for Associates' degree (if applicable), a sample of grant or contract written, any/all licensure(s) and/or certifications required/relevant for position, resume, copy of Driver License front/back and a copy of Tribal ID (if applicable), to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: aliciaknapp@lrboi-nsn.gov.

Incomplete submissions will not be considered.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Tribal Member Posting Period – 10/28/2021 through 11/06/2021

General Posting Period – Subject to outcome of Tribal Member selection process.