

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. The job may involve driving when necessary. The employee must occasionally lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. High School diploma and some relevant college courses required.
2. Associate's Degree in Business Administration, Accounting, or related field preferred and/or two years' experience in similar position.
3. Excellent written, verbal, and interpersonal skills.
4. Ability to problem solve and maintain discretion.
5. Possess a high degree of accuracy and attention to detail in daily work and other projects, ability to meet communicated schedules and deadlines, and work with limited supervision.
6. Knowledge of Tribal department functions and organizations.
7. Thorough understanding of BMIC's various policies and procedures, to include the Grants Manual, Grants Management Workflow Policy, Procurement Policy, and Contract Review and Approval Policy.
8. Individual must understand accounting processes and procedures for BMIC. They must also have familiarity with generally accepted accounting principles (GAAP), governmental accounting standards, and OMB Circulars and guidance pertaining to grant administration.
9. Proficient computer skills and knowledge of Microsoft Office, Excel, and Outlook.
10. Ability to deal effectively with the public and governmental officials, good working knowledge of the operating practices of the Bay Mills Indian Community Tribal Government.
11. Must be able to travel when required.
12. Must be highly organized and have a willingness to learn.
13. Must have an excellent past work record.
14. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: October 22, 2021 (4:30pm)

APPLY TO: Send Application and Resume to:

Erin Forrester; HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8526

eforrester@baymills.org

Subject: Grants Compliance Specialist

Applications can be found on the Bay Mills website at www.baymills.org under the employment section