

Colville Indian Housing Authority

Position Description

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| Position: Grant Accountant | Position Number: |
| Department/Site: Finance | FLSA: non-exempt |
| Reports to/Evaluated by: Finance Director | Salary Grade: 122 (\$28.99-\$38.80 DOE) |

Summary

Provides technical accounting, budget and other administrative support for Program Managers, under the direction of the Finance Director. Responsibilities include monitoring, analyzing and maintaining financial transactions for a wide variety of housing-related programs; tracking revenues and expenditures, and preparing required internal and external financial reports for the Colville Indian Housing Authority (CIHA).

Distinguishing Career Features

Incumbent performs complex, technical grant accounting work involving varying fiscal years and requiring greater independent judgment within the framework of existing accounting policies and procedures. Work is performed under general supervision and is reviewed by the Finance Director through periodic conferences and reports and through the adequacy and accuracy of the resultant records, reports, and functions.

Essential Duties and Responsibilities

Specific duties include, but **are not** limited to:

Grants Accounting and Support:

Provide advanced technical grants accounting support to Program Director/Managers, and department programs.

Monitor, analyze, and maintain financial transactions and accounting for various housing programs funded by Federal, state, and local grants.

Track revenues and expenditures by funding source and/or subcontract. Reconcile grant and program financial statements to financial records by fund, which may include multiple grants.

Fiscal Compliance and Monitoring:

Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods.

Participate in fiscal monitoring for federal agencies. Review data, identify errors, research, interpret data, and provide recommendations for corrective action to the Finance Director.

Works closely with department staff, auditors, and Federal, state, and local governmental agencies.

Provide accounting information and technical assistance to subcontractors and sub-recipients.

Work with funding authorities to correct or adjust discrepancies.

Financial Reporting and Analysis:

Report financial grant information from a variety of revenue sources.

Prepare a variety of reports, statements, records, analyses, and financial compilations for Federal, state, and local regulatory agencies with various reporting periods according to program needs.

Prepare grant close-outs and biennial reports.

Prepare financial projections for RFPs, RFQs, and subcontracts.

Billing and Documentation:

Prepare, maintain, and track complex or extensive billings and financial information for their respective units.

Bill on contract awards and prepare necessary billing documents. Track due dates and prepare reports for grantor agencies, verify invoices for allowable costs, and prepare monthly grant requests for reimbursement.

Maintain and document internal accounting controls as required by Federal, state, and local grantors to ensure appropriate use of federal funds.

Calculate and execute electronic and manual fund transfers from grantor financial institutions to CIHA bank accounts. Establish and use record-keeping procedures manually and through online data entry and wire transfer systems.

Grant Preparation and Submission:

Assist in the preparation and submission of federal grants.

Work with grant writers, consultants, and related parties to successfully submit federal grant opportunities.

System and Process Improvements:

Assist in recommending and implementing fiscal reforms both in department systems and in subcontractor/sub-recipient financial and compliance reporting systems.

Assist in the development and implementation of administrative, program, and subcontract budgets. Contribute to developing modifications to procedures and forms.

Perform work using spreadsheet, database, and word processing programs. Enter invoices and reimbursement requests into the financial system.

Regulatory and Compliance Knowledge:

Maintain knowledge of department operations and systems. Perform work within accounting parameters established by the department and applicable Federal, state, and tribal laws and regulations.

Must be familiar with 2 CFR Part 200 and 24 CFR and related pronouncements regarding Federal, state, and local pass-through funds.

Other Duties: Performs other related duties as assigned.

Qualifications

▪ Knowledge and Skills

Requires knowledge of basic accounting skills. Requires working knowledge of the principals and procedures used in budget preparation, and accounting administration. Requires working knowledge of internal control standards. Requires knowledge of the laws and regulations governing financial transactions. Requires advanced math skills to perform an array of business and statistical calculations. Requires a high level of accuracy and attention to detail. Requires well-developed skill with computer software applications sufficient to design and use spreadsheet and database models, and perform troubleshooting. Requires well-developed human relations skills sufficient to carry out day-to-day obligations, make formal presentations, and communicate technical concepts to diverse audiences.

▪ Abilities

Requires the ability to conduct complex analysis of financial reports, grants, capital projects, and on-going operations. Requires the ability to be a self-starter with ability to problem-solve and work in a mutually supportive capacity in any area needed. Requires the ability to learn, interpret, and apply accounting rules and requirements and pertinent sections of the codes and regulations governing Tribal Housing Authority business. Requires the ability to convert financial information and outcomes into reports of findings and condition. Requires the ability to gather and analyze data and develop conclusions and recommendations. Requires the ability to develop projections using historical data and inferential methods. Requires the ability to think critically and creatively. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet schedules and timelines.

▪ Physical Abilities

Requires ambulatory ability to sit for extended periods of time and locate to multiple locations. Most work is sedentary in nature, with some walking, bending, and carrying light items as required. Requires sufficient visual acuity to recognize letters and numbers and notice non-verbal behavior. Requires auditory ability to hear and respond to in-person and phone conversations, and give presentations to large audiences. Occasionally, incumbents may experience highly stressful situations in the process of resolving problems or service related issues.

▪ Education and Experience

This position typically requires a Bachelor's degree in accounting, finance, business administration and three to five years of progressive experience in accounting systems and operations, and financial reporting. Alternatively, the CIHA may consider and accept additional progressively responsible experience suitable to substitute for some higher education on a two to one-year basis.

▪ Licenses, Certificates, and Special Requirements

Requires a valid driver's license.

▪ Working Conditions

Work is performed indoors where minimal safety considerations exist.

▪ Special Conditions

This position is subject to background check and pre-employment drug screen. Indian Preference will apply; preference will also be given to honorably discharged veterans who

are minimally qualified.

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CLOSING DATE: **Open until filled** – 2nd review January 22, 2026. Applications must be received by 3:00 PM

INFORMATION: Attention: Tauni Marchand, P.O. Box 528, Nespelem WA 99155
tauni.marchand@colvilletribes.com

To apply for position, please visit: www.colvilleiha.org

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