



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

POSITION DESCRIPTION

POSITION: Contract Administrator
SALARY: DOE

LOCATION: San Ildefonso Pueblo
REPORTS TO: Controller

Job Summary

Under limited supervision, efficient and productive management of the federal, state, and private funding contracts, grants, and associated agreements for performance compliance and sound financial reporting to funding agencies. Maintains relationships with and assists department directors in all aspects of program management including budget development, execution and funding allocation; program planning; program management; and contract compliance.

Supervision and Guidelines

- Work is performed under the direct supervision of the Controller. Guidelines include applicable laws, rules and federal regulations. Federal regulations include Public Law 93-638, OMB Circular A-87 and OMB Omni Circular (2014) at 2 CFR Part 200 et al. affecting the management and administration of federal, state and other funding. Guidelines also include Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions.

Essential Functions

- Reviews Purchase Requisitions for accuracy and ensures expenditure meets criteria for allowability under OMB Circular A-87 and OMB Omni Circular (2014) as well as meeting scope of work for the particular grant/contract managed by the Pueblo
- Maintains an up-to-date inventory of all Pueblo grants/contracts.
- Review for accuracy, grant/contract budgets and enter into the accounting software.
- Administers federal, state, and private funding contracts, grants, and associated agreements for performance compliance and sound financial reporting to funding agencies.
- Chairs regular (quarterly) meetings with program managers to review the status of their grants and reporting and to answer questions and to introduce new changes brought on by updates to regulations, etc.
- Assists department directors in all aspects of program management including

budget development and funding allocation; program planning; program management; and contract compliance.

- Tracks and monitors budget, project performance and variances including contract modifications. Review budgets monthly and request revisions as needed to meet current and future spending. Enter revisions into accounting software as necessary.
- Ensures Scope of Work requirements are met in accordance with the approved Scope of Work identified for each funded program managed by the Pueblo.
- Assists department directors with funding proposals and application packages.
- Works collaboratively with programs and accounting to ensure compliance
- with federal regulations, funding guidelines and financial accountability.
- Prepares progress and financial reports for all contracted programs as stipulated in the contract, grants and agreements. Calculates monthly draw requests for all Pueblo grants/contracts.
- For pre-funded grants, prepares monthly deferred revenue adjustment and maintains an updated Schedule of Expenditures report and reconciles to the general ledger.
- Prepares monthly statement by grant of charges for the month, (for reimbursable grants) amounts billed out to grantees and amounts actually collected showing any amounts receivable.
- Assists with preparation for external annual audit. Act as primary contact with external auditors as it relates to grants/contracts.
- Prepares SEFA at year end. Reconciles grants receivables and grant deferred revenue.
- Prepares roll-forward grant schedule for auditor's at year-end.
- Prepares a monthly status report on all grants. The report is to be presented to the Controller and Tribal Administrator.
- Assists with annual preparation for Indirect Cost Proposal.
- Develops procedures for quality control.
- Maintains complete contract files for audit compliance including purchase requests.
- Monitors budgets to ensure that program budgets are spent down in accordance with the timeline identified for each program and not under spent by more than 10% for the funding period.
- Maintains reporting and program compliance with local, private, state and federal agencies' guidelines and regulations.
- Participates on the Pueblo's internal training team as part of the train-the-trainer program.
- Performs miscellaneous job-related duties as assigned.

Work Environment

Work is performed in an office setting. Long periods of computer work. Local to extensive travel may be required.

Minimum Qualifications

High School Diploma or General Equivalency Diploma required. Bachelor of Arts or Bachelor of Science in Accounting; or Bachelor of Business Administration in Public or Business Administration; or related field. And, five or more years of relevant experience to the duties and responsibilities outlined. Or, an Associates of Arts degree in related field and 7 years related experience. Basic knowledge of Accounting, Budgeting and Finances. Knowledge of the OMB Omni Circular (2014) as well as the Pueblo's Governance Agreement and Fiscal Act. Experience with MIP or other Fund Accounting Software. Good written and oral skills. Good people skills. Excellent organizational skills. Proficiency with office machines. Strong working knowledge of computers including MS Office software. Ability to perform quality work under pressure, meet deadlines and maintain confidentiality Must possess a valid New Mexico Driver License and be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background investigation is required.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date_____

Signatures

This job description has been approved by all levels of management:

Governor: _____ Date: _____

Tribal Administrator: _____ Date: _____

Dept. Director: _____ Date: _____

HR: _____ Date: _____