



Nueta Hidatsa Sahnish College

Position Description

POSITION: Grants Accountant

DEPARTMENT: Business Office

ACCOUNTABLE TO: Comptroller

LOCATION: New Town, ND Campus

CLASSIFICATION: Regular, FT

FLSA STATUS: Exempt

PAY RANGE: DOQ

Nueta Hidatsa Sahnish College is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

POSITION SUMMARY

This administrative position has three primary responsibilities: (1) Overseeing and coordinating compliance with grant provisions, agency regulations and “NHSC policies and procedures; (2) manage all aspects of grant accounting, including fund reconciliation, requisition approval, journal entries and audit preparation as well as preparing grant reports and drawing funds from funding agencies; (3) support and in some cases lead grant procurement, which includes identifying, applying for and acquiring financial grants from federal and state sources that align with NHSC’s mission and vision.

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

- **Grant Compliance:** This position will work with the Business Office and principal investigators and program directors to provide administrative management and fiscal oversight for grant compliance regulations to ensure successful implementation of all grant requirements. It is necessary to work with all departments and be in communication in order to correctly utilize and leverage grant resources (human and fiscal). It is imperative that the position be familiar with Uniform Guidance, as well as each funding source’s rules and regulations and communicate those to NHSC Administration and Principal Investigators, Program Directors, and other grant staff.
- **Grant Accounting:** Primary responsibility for general ledger operations and financial reporting for all grants awarded to NHSC. Responsible for preparing appropriation requests, reviewing journal entries, preparing adjustment entries, budget management and state and federal reporting.
- **Grant Reporting:** Prepares monthly, quarterly, annual and on-demand reports as needed. Draws down grant funds in most cases on a quarterly basis.
- **Grant Monitoring:** Monitor budget and expense transactions closely while assisting project directors and staff in performing account maintenance of grants and contracts including account set-up to the general ledger, budget revisions, expense transfers and check requests. Approves or denies individual grant requisitions.

- **Annual Audit Preparation:** Responsible for fund reconciliation under a fund accounting system. Assists in all accounting areas related to the annual audit.
- **Grant Procurement:** This position will support and, in some cases, serve as the team lead for grant procurement (identifying, applying and acquiring financial grants from federal and state sources); Provide expert advice and counsel on grant term compliance and administration; Exercise delegated authority in areas of responsibility (e.g., grant submission, interface with granting agencies, final arbiter on grant compliance issues within NHSC). The Grants Accountant will be the point person from NHSC to submit grants on grants.gov, fastlane.gov, and all other submission methods/websites. In order to be successful, the position must work with staff and faculty from all NHSC departments.
- **Administration:** The position must assure compliance with all NHSC policies and procedures; Exercise delegated authority in areas of grant and advancement compliance; Interface with all NHSC Departments to assure fulfillment of grant responsibilities. This includes working directly with the President and Board of Directors to ascertain funding priorities, objectives, and methodology.
- **Representation:** The position must ascertain each granting agency's conditions and guidelines by attending meetings, workshops, or working with funding officers as necessary. This includes webinars and distance learning as well. In order to successfully exemplify NHSC's mission, vision, and values, the Director of Grants & Institutional Advancement must be extremely knowledgeable and familiar with the College, its academic programs, its strategic plan, and its fundraising objectives.
- Perform all other duties as assigned by the President and Board of Directors.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Knowledge: Must have knowledge of all NHSC fund granting agencies and their specific requirements of grant execution; Experience in a higher education environment, specifically Nueta Hidatsa Sahnish College is helpful; Familiarity with Uniform Guidance; at least intermediate level of accounting knowledge and basic knowledge of a fund accounting system; Strong working knowledge of computer software [Word, Excel, PowerPoint, Jenzabar]; Knowledge of Mandan, Hidatsa, and Arikara cultures.

Skills: Must have exceptional written, verbal, and interpersonal communication skills; must be able to multi-task; must be able to build relationships with governmental agencies and within the College. Must be at least intermediate level in Excel; Jenzabar and Info maker experience; data analysis (Power BI or similar)

Abilities: Must exhibit excellent leadership ability; must be able to perform assigned duties with minimal supervision; must be able to work self-directed, diagnosis issues, find areas to improve and problem solve. Must be able to establish effective working relationships with staff and the Tribal community; must be timeline oriented and pay strict attention to detail.

REQUIRED EDUCATION & EXPERIENCE

Minimum Qualifications: At least a BA (Bachelor of Arts) degree in accounting. At least two (2) years of dedicated accounting experience.

Preferred Qualifications: A Master's Degree in Accounting, Finance, or Business Administration or a Certified Public Accountant (CPA). At least five (5) years' experience in fund accounting.

Applications are available on-line at www.nhsc.edu

Please forward completed NHSC application, curriculum vitae, and three (3) references to:

Sidney Prospere

Human Resources Director
Nueta Hidatsa Sahnish College
P.O Box 490/301 College Dr.
New Town, ND 58763
sprosp@nhsc.edu

Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer