



Upper Sioux Community

Pezihutazizi Oyate

Contracts & Grants Assistant

Job Description

Department: Contracts & Grants

Reports To: Contracts & Grants Director

Employment Status: Full-Time (Monday–Friday, 8:00 AM–4:00 PM)

Salary: Negotiable, based on qualifications and experience

Position Summary

The **Contracts & Grants Assistant** provides administrative and clerical support to the Contracts & Grants Director in the administration and management of Tribal contracts and grants. This position assists in maintaining compliance with Tribal, federal, state, and private funding requirements while supporting programs and services for the Upper Sioux Community.

Primary Duties & Responsibilities

Responsibilities include, but are not limited to:

- Manage multiple grants and contracts as assigned.
 - Ensure compliance with Tribal, federal, and state regulations.
 - Maintain accurate records and prepare required reports for funding agencies.
 - Create and update budget spreadsheets.
 - Assist with budget tracking, grant planning, and revisions.
 - Complete and submit monthly, quarterly, and annual reports.
 - Ensure compliance with audit requirements and procedures.
 - Prepare and process accounts payable check requests.
 - Run checks as needed
 - Perform other related duties as assigned
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Preferred Qualifications

- Associate degree in Accounting, Finance, or a related field, or an equivalent combination of education and experience.
 - Experience working with state and federal government programs.
 - Knowledge of accounting and audit procedures.
 - Strong organizational, administrative, and computer skills.
 - Ability to maintain confidentiality and accurate records.
 - Knowledge of and respect for Tribal communities and cultures.
 - Valid driver's license and Minnesota automobile insurance.
 - Ability to successfully complete a pre-employment background check and drug test and participate in random testing as required.
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How to Apply

Please submit a resume or employment application to:

Contact:

Tina Korstad

Director of Contracts & Grants

Upper Sioux Community

Email: tinak@uppersiouxcommunity-nsn.gov

Phone: (320) 564-6357

Preference Statement

Native American Preference applies in accordance with the applicable Tribal and Federal laws.