



## EMPLOYMENT OPPORTUNITY UPPER SIOUX COMMUNITY

**Position:** Contracts & Grants Assistant  
**Department:** Finance/Contracts & Grants  
**Hours:** Full-Time (Monday- Friday, 8:00 AM - 4:00 PM)  
**Salary:** Dependent Upon Qualifications  
**Closing Date:** Open Until Filled

### **EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- Associate degree; Accounting or Finance Degree and/or its equivalent experience.
- Possess knowledge of accounting procedures.
- Knowledge of computer programs, SAGE 100, Windows, Excel, internet, email, etc.
- Research ability
- Have good organizational skills.

### **SUPERVISION**

Contracts & Grants Officer

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Maintain multiple contracts and grants as needed.
- Phone skills, not afraid to contact grant managers.
- Complete and submit monthly, quarterly, and annual reports.
- Update budgets
- Maintain contract files.
- Complete desk reviews/audits
- Creating and processing check requests for A/P
- Run A/P every Tuesday and Friday as needed.
- All other duties as assigned.

### **OTHER**

- Possess a valid Minnesota driver's license and current insurance.
- Submit to pre-employment background check and drug testing.

### **Native American Preference Applied**

If interested, send Resume and Cover Letter to:

Upper Sioux Community  
Attn: Tina Korstad  
PO Box 147  
Granite Falls, MN 56241