

Upper Sioux Community
Contracts and Grants Assistant/ AP

Hours: Full-Time (Monday- Friday, 8:00 AM - 4:00 PM)
Salary: Dependent Upon Qualifications
Closing Date: Open Until Filled

Duties:

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

Qualifications:

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

Other:

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

Please submit a Cover letter & Resume to:

Upper Sioux Community
Contracts & Grants Director

Attn: Tina Korstad
PO Box 147
5722 Travers Lane
Granite Falls, MN 56241