



<b>Contract Compliance Officer Employee Job Description</b>		
<b>Position Title: Grants Contract Compliance Officer</b>		
<b>Position ID #</b>		
<b>Facility: St. Croix Tribal Government Center – Hertel, WI</b>		
<b>Job Family:</b>	<b>Comp Grade: Negotiable</b>	<b>Status: FT</b>

**Position Summary:**

This position is instrumental in administrating all grants on behalf of the St. Croix Chippewa Indians of WI.

**Essential Functions:**

The individual within this position will work in conjunction with the Grant Administrator, Tribal Administrator, CFO, Program Accountants, Directors/Managers, and Tribal Council to ensure grants are compliant in following their funding sources (Federal, State, and Tribal) award objectives, policies, and budgets. They will also confirm that program staff (Directors and Grant Accountants) are timely and compliant in meeting all reporting expectations. The Compliance Officer must be able to work in the spirit of cooperation and resolution with a variety people and agencies. They must have excellent time management skills and be self-directed and flexible in managing their work daily.

**(Job Title) Job Duties:**

- Oversees the Grant Compliance Program functioning as an independent and objective body that reviews and evaluates compliance issues/concerns within the organization.
- Ensures that Programs, Directors, and Departments are following the rules and regulations of their regulatory agencies, and that established policies and procedures are being followed.
- Monitors grants awards by working together with Finance Department Staff and Tribal Program Directors and Funding Agency Representatives on the State or Federal level.
- Tracks all grants that come into all departments and ensures that grant information is digitally recorded and maintained / updated in shared files with documentation of all award changes and compliance reports as needed.

- Develops, initiates, maintains, and revises all policies and procedures for the general operation of the Compliance Program.
- Manages the day-to-day duties to ensure that objectives are being met.
- Collaborates with Finance, CFO, Tribal Administrator, Grant Administrator, Program Directors, and Tribal Council to resolve award compliance issues.
- Utilizes the appropriate existing channels for investigating and resolving issues.
- Consults with Tribal Attorney or legal staff as needed to resolve difficult legal compliance issues.
- Assists in researching grant funding opportunities available to the Tribe.
- Assists Tribal program staff with identifying funding gaps and gaps in programmatic services and assists with project (application) budget development or (awarded) budget revision.
- Provides regular reports to Tribal Council and the Grants Administrator to keep them informed of the operation and progress of compliance efforts.
- Any other duties assigned by supervisor.

**Note:** The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

**Supervisory Responsibilities:**

None

**Directly Reporting to:**

Grant Administrator

**Matrix of INDIRECT Reporting**

St. Croix Tribal Council

**Type of Supervisory Responsibilities**

N/A

**St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.**

**Scope and Complexity:**

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive (time sensitive) messages, and appropriate application of business operations and practices.

**Physical Demands/Environment Factors:**

**OE-Typical Office Environment:**

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 20 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through email, on-line conference platforms (zoom, webex) and speaking in person or on the telephone.
- Needs extensive writing and reading comprehension skills for reading through technical information.
- Needs proficient math skills and the ability to identify mathematical errors and correct them.
- May require off-site travel.

**Minimum Qualifications**

- Proficiency level typically gained through a combination of high school diploma.
- Must have general knowledge of grant funding, accounting practices, and reporting.
- Must have the ability to learn and work within several different federal online reporting platforms and software programs.
- Must demonstrate ability to assess program and grantor agency needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires intermediate level computer skills and ability to access information in meaningful ways using on-line databases, reporting software, Excel and Word programs
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees, programs, and agencies.
- Ability to work independently, and demonstrate good project management skills.
- Requires effective presentation, math, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail.

**Preferred Qualifications:**

- Associates Degree or greater in related field.

- Two years of experiences in related position.
  - Valid Driver's License and ability to be covered under Tribal Insurance.
- Native American Preference Given in Accordance with P.L. 93-638 and Amendments

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EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.