



POSITION TITLE: Contract and Grants Specialist
CLASSIFICATION: Full-time
DEPARTMENT: Finance
SUPERVISOR: Fiscal Officer
GRADE: E5

Position Summary:

Under the general supervision of the Fiscal Officer, the Contract and Grant Specialist monitors and supports the financial and budget activities of all program grants and contracts, with a strong emphasis on Behavioral Health Services (BH). The position is responsible for preparing and tracking program budgets, maintaining accurate financial records, supporting required reporting, and ensuring timely reconciliation of grant and contract expenditures. The Contract and Grant Specialist works closely with Behavioral Health program leadership and staff to align financial processes with program needs while maintaining accurate and compliant financial documentation. Confidentiality of privileged information is required at all times.

This list is illustrative of the duties performed and is not all-inclusive.

Essential Duties and Responsibilities:

- Assists FSIP programs in preparing grant and contract applications, including developing budgets, subcontracts, and required financial components.
- Reviews monthly and annual accounting of all program accounts with Program Managers, Administrators, Directors, or their designees.
- Interprets and analyzes financial operations and transactions, forecasts trends, and prepares specialized financial reports and analyses.
- Reviews and audits payables, receivables, payroll allocations, inventory, and purchasing transactions for accuracy and compliance.
- Balances and maintains ledgers, performs journal entries, prepares trial balances, and completes bank reconciliations.
- Prepares and supports audit schedules for external auditors and assists with the annual audit process.
- Summarizes and interprets financial information related to assets, liabilities, and capital; prepares balance sheets and profit/loss statements.
- Works closely with Behavioral Health program leadership to align budgets with program needs, deliverables, and timelines.
- Collaborates with BH staff to prepare grant and contract budgets, budget modifications, and required reporting components.
- Participates in BH program meetings to review budget-to-actuals, discuss expenditures, and plan for upcoming financial needs.
- Provides training and technical assistance to BH staff in areas such as allowable costs, procurement, and financial documentation requirements.

- Collaborates with the BH Billing Specialist on billing reconciliation, revenue tracking, and resolving discrepancies.
- Prepares and maintains schedules for report deadlines, ensuring all required reports for grants and contracts are accurate, complete, and submitted on time.
- Ensures compliance with funder guidelines, organizational policies, and all financial documentation standards.
- Reviews and verifies documentation for grant-related expenditures, including supporting receipts, procurement records, and timesheets.
- Communicates with funders or agencies regarding financial requirements when designated by the Fiscal Officer.
- Maintains professional knowledge by attending trainings, workshops, and conferences relevant to nonprofit finance and program funding.
- Establishes and maintains effective working relationships with internal staff, funders, and external partners.
- Performs other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Finance, Business Administration, or related field.
- Three (3) years of professional experience in accounting and grants/contracts management.
- Experience developing, monitoring, and reporting budgets for federal and state-funded programs.
- Must successfully pass a pre-employment drug/alcohol screening and background investigation.

Preferred Qualifications

- Experience working with tribal communities or Native-serving organizations.
- Experience with Behavioral Health grants such as SAMHSA, SAPTA, TOR, SPIP, SAPTA, and regulating agencies such as; BHSD, DOJ, IHS, or related funding streams.
- Experience with nonprofit or governmental accounting systems (e.g., MIP, QuickBooks Enterprise).
- Knowledge of Medicaid and Behavioral Health billing processes.
- Experience with federal grant regulations and audit requirements.
- Experience providing fiscal training to program staff.

Knowledge, Abilities, Skills:

- Knowledge of principles and practices of accounting, fund accounting, grants management, and budget development.
- Knowledge of nonprofit financial regulations, federal and state grant requirements, and applicable policies.
- Skill in preparing, reviewing, and analyzing financial data and reports.
- Ability to collaborate effectively with program staff while maintaining financial accuracy and integrity.
- Ability to work independently, meet deadlines, and manage multiple priorities.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to interact with individuals from diverse backgrounds in a respectful and culturally informed manner.