

**COOK INLET TRIBAL COUNCIL
JOB DESCRIPTION**

Job Title: Program Grant Compliance Officer

Department: Accounting

Reports to: CFO

Supervises: N/A

FLSA Status: Exempt, Full-time Regular

Effective Date of Hire: _____ End Date: _____

General Functions:

Position is responsible for ensuring that the organization is in compliance with all federal, state, local government as well as private grant/contractual agreements. This includes development of a monitoring and tracking system to ensure that programmatic narratives are submitted to granting agencies in accordance with the grant agreement as well as preparation of the required financial reports.

Duties and Responsibilities, included but not limited too:

- Develops, initiates, maintains, and revises procedures for the general operation of the Internal Compliance Program and its related activities to prevent illegal, unethical, or improper conduct relative to grants as well as ensure that no audit findings are issued in conjunction with the annual audit.
- Develops and implements internal audit programs to ensure that departments and sub-recipients are in compliance with the requirements set out in the respective sub-contract.
- Works with program staff and contractors to ensure that all program reporting is completed and submitted on time.
- Conducts periodic participant file and data reviews to ensure that all required documentation is being obtained.
- Conducts periodic financial data audits to ensure compliance with granting guidelines and internal policies.
- Prepare internal audit workpapers and summary reports for CFO review for areas of compliance testing completed.
- Maintain a checklist of required programmatic reports and develop systems internally in cooperation with department directors and program managers to ensure that reports are prepared and submitted timely.
- Maintain a checklist of other programmatic deadlines, such as carryover request and renewal deadlines, and develop systems internally with department directors and program managers to ensure those deadlines are met.
- Develop and maintain grant file and record retention systems that meet the compliance requirement of all grants.

- Periodically attend departmental staff meetings to ensure complete knowledge of grants funds available and the programs they support.
- Work as a team member with the department directors and program managers on grant reporting, budgeting, and grant close out procedures. Including providing grant compliance trainings as needed.
- Conduct informational meetings to review related regulations/guidelines on all new grant awards which includes accounting, program staff involved, human resources and any other functional component of the Council critical in the success of the program.
- Other related job duties as assigned. Specifically this position may be required to assist the accounting department with certain tasks as time is available.

Internal and external Relations

- Maintain confidentiality at all times while displaying a professional disposition.
- Maintain a positive working relationship with CITC program staff as well as program officers of granting agencies.
- Participate in scheduled internal/external meetings/trainings as requested.
- Bring policy/personnel issues to the supervisor as they arise.

Job Responsibilities Related to Patient Privacy

- The incumbent is expected to protect the privacy of all patient information in accordance with CITC's privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with CITC's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment or membership or association with CITC.
- The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need to know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment or other CITC operations.
- The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding CITC's policies and procedures on patient privacy and any observed practices in violation of the policy to the designated Privacy Officer.
- The incumbent is expected to actively participate in CITC privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with CITC policy.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of

the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Qualifications:

- Undergraduate degree in Accounting. CPA license preferred.
- Minimum two years experience in audit, contract compliance or related field.
- Thorough knowledge of grant regulations.
- Strong research and documentation skills.
- Ability to operate computer and other standard office equipment.
- Good organizational skills to effectively manage high volume of paperwork.
- Above average communication skills, ability to interact with sensitivity and effectiveness while working with clients, external agencies and coworkers.

Hiring Preference:

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to PL 93-638 Indian Self-Determination Act.

Employee Signature

Date

Supervisor's Signature

Date