

HOULTON BAND OF MALISEET INDIANS JOB DESCRIPTION

Approved by Council: 1/19/2021

Fiscal Assistant/Covid Compliance Officer

Status: **Temporary** Full-Time / 40 hrs. per week

Supervised by: Fiscal Officer/Tribal Administrator

Role: Will provide support for the Fiscal Officer in Covid related activities, expenditures and Federal Compliance.

Duties and Responsibilities:

1. Will research, review and ensure Federal Regulations for Covid Related expenditures for Federal and Private Foundation awards and donations meet the required regulations.
2. Assist the Fiscal Officer in reconciliation of Covid funds per funding agency / foundation.
3. Assist Fiscal Officer with Covid related reports.
4. Assist Finance Department with filing of necessary financial reports with funding agencies of the Federal and State government entities and Private Foundations.
5. Be an integral part of the Covid Planning Team.
6. Prepare spreadsheets identifying individual and consolidated budgets.
7. Help with the monitoring of the fiscal aspects of contracts, grants and service agreements outside parties to ensure proper compliance with terms and provisions..
8. Review vouchers and PO's submitted weekly are in compliance with the Covid Funding regulation and HBMI Fiscal policies and procedures.
9. Immediately report in writing, any compliance findings of grants/contracts to Director, Tribal Administrator and Finance Officer.
10. Attend trainings via webinars.
11. Be available to work remotely from home and HBMI administrative office.
12. Other duties assigned by the Fiscal Officer.

Qualifications:

- Must possess a valid Maine State Driver's License, and complete a Department of Motor Vehicle background check.
- Associate's Degree in Accounting, Business Administration, or Public Administration or a minimum of 2 years of experience or training in Accounting compliance procedures.

- Ability to comprehend and define technical federal regulations, forms and performance methods.
- Effective written and verbal communication skills, organizational skills, ability to prioritize and handle multiple tasks.
- Effective computer skills, including Accounting Software, Microsoft Office, internet, e-mail, and excel.
- Ability to define problems, data collection, establish facts, and draw valid conclusions.
- Successful completion of a criminal background investigation.

Physical Requirements:

Physical Abilities

Bending	O	Sitting	F	N (Not Applicable)
Carrying	O	Standing	F	O (Occasionally) up to 2 hrs. per week
Driving	F	Talking	F	F (Frequently) 2-6 hours per week
Handling	O	Walking	F	C (Constantly) over 6 hours per day
Hearing	F			
Keyboarding	F	21 - 50 lbs.	N	
Kneeling	O	<u>Push/Pull</u>		
Reaching	O	50 lbs. or less	N	