

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

EMPLOYMENT ANNOUNCEMENT:

Job Title:	Grants Manager
Opens:	February 24, 2025
Closing:	March 10, 2025
Supervisor:	Chief Financial Officer
Classification:	Full-time, non-exempt
Salary:	Commensurate with SCC Salary Scale, based on experience and education. Includes fringe benefits.

JOB SUMMARY:

Stone Child College is seeking a highly motivated and experienced individual to fill the position of Grants Manager. This role will be responsible for overseeing the grant application process, managing awarded grants, and ensuring compliance with funding regulations and organizational policies.

JOB DUTIES:

- Manage awarded grants
 - Ensuring adherence to budget, timelines, and reporting requirements.
 - Monitor grant expenditures and assist in budget tracking and financial reporting.
 - Prepare program drawdowns for federal grants and reimbursement requests.
- Reporting and Compliance
 - Prepare regular progress reports for funders and ensure all reporting deadlines are met.
 - Maintain accurate records of grant activities and documentation for audits and compliance reviews.
- Assist with General Ledger Maintenance
 - Prepare and post journal entries
 - File journal entries by batch number for department
 - Ensure all approval signatures and documentation are on journal entry form
- Working with HR with pay scale for Grant Coordinators
- Other duties as assigned by the CFO

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's degree in business or accounting required.
- Requires general knowledge of standard accounting procedures and computerized accounting systems.
- Strong organizational and time management skills to handle multiple tasks and deadlines.
- Understanding of Native American cultures, traditions, and challenges faced by Native American communities.
- General knowledge of office administration procedures and bookkeeping.
- Knowledge of the Rocky Boy Indian Community including its geography, population groups, educational needs, and cultural differences.
- Demonstrated ability to use Microsoft Office
- Knowledge of Grants.Gov and other Grant awarding agencies
- Knowledge of Abila MIP Fund accounting

HOW TO APPLY:

Please submit a complete application consisting of the following documents, in either hard or electronic copies in Portable Document Format (PDF):

Stone Child College has been reaffirmed for Accreditation by the Northwest Commission on Colleges and Universities
Stone Child College is an Equal Opportunity Employer

STONE CHILD COLLEGE

8294 Upper Box Elder Rd. Box Elder, MT, 59521 – (406) 395-4875 – www.stonechild.edu

- Letter of interest
- Current resume or CV
- Transcripts (unofficial may be used at time of application, but official will be required upon hiring)
- Three (3) professional letters of reference with contact information (current – one year or less)
- SCC application (<https://www.stonechild.edu/employment/>)

Via email to: Clarissa Bumpass, Assistant to the President//Human Resources Director – hr@stonechild.edu. Only complete applications will be considered. All positions require pre-employment drug testing and criminal background check.

SCC will give preference in hiring to qualified Chippewa Cree tribal members, American Indians, and Veterans.