



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Jeff Wacoche
CHIEF
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Amos Ketcher
ASSISTANT CHIEF
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Caleb Grimmatt
SECRETARY
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Sonja Gourd
TREASURER
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Vacant
CANADIAN
ᎠᎩᎩᎩᎩᎩᎩ

Cliff Wofford
COOWEESCOOWEE
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Tishaleta Gueverra
DELAWARE
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Frankie Still
FLINT
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Willie Christie
GOINGSNAKE
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Janelle Adair
ILLINOIS
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Charles Smoke
SALINE
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Donald Adair
SEQUOYAH
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Sammy Allen
TAHLEQUAH
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Internal/External Announcement

Opening Date: 3/04/2025

Closing Date: 3/11/2025

Applications can be obtained and then submitted using the information listed above or by email:

m Downing@ukb-nsn.gov

Job Title: Grants Compliance Manager

Department: Accounting

Location: UKB Tribal Complex – Tahlequah

Reports To: Deputy Comptroller

Status: Regular Full-Time, Non-Exempt

Pay: BOE (Grant Funded)

Summary of Duties and Responsibilities

The Grants and Compliance Manager manages the pre- and post-award processes for government grants and oversees contracts, including grant submission and administration policies, systems, and documentation to ensure compliance, develop and procure contracts with consultants, incorporate best practices, and ensure excellent controls. This position will primarily focus on national, federal grants and contracts related to those awards. The position works closely with accounting, directors, and program staff to ensure accurate, timely, efficient, and transparent processes are in place for a grant's life cycle.

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Maintains office supplies and coordinates maintenance of office equipment.
4. Always maintain a high level of ethical standards.
5. Proven ability, in prior positions, to exercise good judgement in stressful situations.
6. Excellent attendance record in previous positions.
7. Excellent employment references from previous positions.
8. Ability, aptitude, and willingness to work consistently in a professional manner.
9. Must maintain absolute confidentiality of sensitive information.
10. Ability to keep legible and accurate records.
11. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
12. Identifies, assesses, and recommends potential government funding opportunities that align with the UKB's mission and strategic goals.
13. Actively collaborates with the leadership team, as well as program and accounting to lead the development and submission of government grant proposals.
14. Works closely with program staff and the leadership team to manage progress on project deliverables and ensures accurate programmatic reporting on grants and sub-awards.
15. Provides leadership and oversight on grant compliance requirements and develops organizational practices and processes for documenting grant information and activities, including for audits.
16. Identifies and/or anticipates issues and proactively contributes to solutions. Problem solves to enhance overall grant data collection, reporting, and impact assessment.
17. Partners with staff to maintain information management systems that ensure the accuracy and integrity of an organizational-wide grants database.



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SEQUOYAH
L.V.F

Sammy Allen
TAHLEQUAH
L.P.E

18. Oversees the submission of pre- and post-award grants in government online portals/ systems.
19. Provides report templates to program staff and directors 30 days prior to deadlines as they arise.
20. Coordinates the preparation and submission of federal grant applications, including, completion of certifications, compiling of materials, ensuring compliance with requirements, and communicating with federal grants officials.
21. Works with program staff to develop and maintain grant agreements and MOUs pertaining to grant awards.
22. Provides leadership, supports the data gathering process, and submits reports in a timely manner.
23. Works closely with accounting, program/grant leads, and leadership to ensure accurate financial reporting and procedural compliance on grants and sub-awards.
24. Reviews and approves grant award packets in consultation with directors.
25. Ensures the successful management of related contracts and contractors in consultation with the Comptroller, Tribal Administrator, and Directors.
26. Provides expertise on grant compliance and interpretation of OMB Circulars and all applicable regulations, policies, and procedures in collaboration with accounting staff. Interprets applicable regulations and translates into operational policies as required.
27. Obtains an understanding of internal controls over the compliance requirements and related audit objectives, selected cost items, allowable and unallowable costs, and standard methodologies.
28. Supports the capacity building of managers and others involved in grant management and implementation.
29. Provides individualized training and technical support to grantees in the areas of organizational capacity building, grants management, and compliance.
30. Works with accounting staff to assure that grants are managed properly, that federal dollars are spent in accordance with applicable laws and regulations, and provides budget related expenditures and related reports.
31. Prepares quarterly status reports for grant writing activity for the Comptroller, Tribal Administrator, and Council.
32. Manages accounts and login credentials for government online portals/systems and ensures they are regularly updated and documented.
33. Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, our anti-racism efforts.
34. Performs other duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.
35. Applies new learnings, approaches, and practices to core position responsibilities and activities.

Education, Experience, Certifications

Bachelor's degree in Business, Finance, Accounting, Public Administration, or related field.

At least three to five years' experience with government grants administration, budgets, contracts, and/or compliance.

Documented experience in ensuring that transactions are recorded in compliance with GAAP; OMB Circulars (A-110, A-122, and A-133), federal, state, and local regulations; and individual grant and contract requirements.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.

UKB and Tribal preference applies.



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An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to mdowning@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date