

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Contract Specialist**

<b>EXEMPT: Yes</b> <b>TARGET SALARY: \$29.32 to \$32.58/DOQ</b> <b>PROGRAM: Finance</b> <b>REPORTS TO: Controller</b>	<b>JOB CODE: 3-SS T5</b> <b>SHIFT: 32 hr/week</b> <b>LOCATION: 161 Resort Dr</b>
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**SUMMARY:** The position performs its responsibilities independently, but within well-defined policies and procedures. This assumes that the incumbent anticipates how actions will affect the tribe as a whole, subordinate the interests of assigned functional areas to that the tribe as a whole fully cooperates with other tribal employees in the development strategies and plans to achieve the tribe goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Provide technical assistance on preparation of grants and contracts for various tribal programs. Duties include reviewing application to ensure that all grant/contracts are complete, accurate and consistent in resolutions; budgets, review modifications; and general responsibility for technical language in proposals.

Monitor grants and contracts for compliance; assist directors, program managers or staff to meet established target dates; send reminders to directors and program managers of due dates so reports are submitted in a timely manner.

Schedules and coordinates all grant/contract review request for the Grant/Contract Review Committee and chairs these reviews. Ensures grants are complete and accurate prior to submission to the requesting funding agency.

Provides technical assistance to program staff in grant and contract implementation; assist staff with interpretation of grant/contract regulations; present grant/contract award document to directors, and program managers for review and approval then forward to Makah Tribal Council for final signature.

Prepare and submit all required financial reports to funding agencies per the reporting schedule. Process all reimbursement invoices to funding agencies and

draw down funds monthly. Submit quarterly financial reports to funding agencies.

Track and report necessary matching funds, either in-kind or hard dollar as required by the funding agency.

Maintain Grants.gov other funding sites as the tribes' financial point of contact.

Responsible for maintaining a grant log that identifies granting agency, CFDA number, period of performance, indirect rate matching requirements and other grant requirements. Migrate database from paper base to digital process in database.

Participates in the annual audit preparation and the schedule of financial assistance. Presents and prepares for program audits for various funding agencies. Responsible for the preparation of the Schedule of Federal Awards.

Meet with directors, program managers or staff to discuss justification of expenditures when required; negotiates questionable expenditures as necessary.

Prepares contract closeouts within thirty-days upon the completion of a contract or grant.

## **QUALIFICATIONS REQUIREMENTS:**

### **EDUCATION and/or EXPERIENCE:**

High School Diploma or General Education Degree (GED).

Associate's degree (A. A.) in Accounting or equivalent from two-year college or technical school; preferred

Minimum of three years' experience in accounting or grants and contracts management required.

### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in

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mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

**OTHER SKILLS AND ABILITIES:**

Must have a working competence in computer applications and ability to use major computer software.

Must have knowledge of Tribal, Federal, State and local Government regulations as it relates to grants and contracts.

Proven ability to foster and sustain productive working relationships with colleagues, superiors, officials, external organizations, and the public.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 100 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other

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essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council  
Human Resources  
P.O. Box 115, Bldg. 71  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [hr@makah.com](mailto:hr@makah.com)**

**OPEN: August 12, 2025  
CLOSE: September 17, 2025**

**(PLEASE NOTE NEW EMAIL ADDRESS)**

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.**

**PLEASE NOTE:** If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.