



SHINNECOCK INDIAN NATION

Shinnecock Indian Territory

P.O. Box 5006 Southampton, New York 11969-5006

Phone (631) 283-6143 Fax (631) 450-2866

Job Title: Grants Administrative Specialist
Reports To: Grants and Contracts Manager
Status: Fulltime
Department: Finance/Grants Management Office
Salary: \$47,000 - \$52,000 annually
Application Deadline: September 30, 2026

Job Summary: Maintains comprehensive documentation for all grants and contracts on behalf of the Shinnecock Indian Nation. Provides administrative, data entry, financial tracking, reporting, and records management support to the grants office to ensure accurate, timely, and compliant grant information. Coordinates grant documentation and reports, and supports monitoring, audit, and compliance activities. Works closely with the Grant Manager, Grant Compliance Analyst, and other departments to ensure grant data is complete, properly documented, and readily accessible for fiscal management and reporting. Assists in tracking grant seeking efforts aligned with the Nation's priorities and goals.

Job Duties and Responsibilities:

- Manage incoming communications and route inquiries to appropriate staff.
- Enter, update, and maintain grant data in financial, budgeting, and grant management systems.
- Maintain organized grant electronic and paper files and documentation for awards, budgets, expenditures, reporting, and compliance.
- Support development and upkeep of tracking tools, databases, and reporting templates.
- Monitor grant management deadlines and reporting requirements; provide timely reminders to personnel responsible.
- Assist with preparation of materials for audits, monitoring visits, and financial reviews.
- Maintain documentation for drawdowns, reimbursements, budget modifications, and federal payment systems (e.g., ASAP).
- Communicate regularly with grant management staff regarding financial information, discrepancies, and compliance needs.
- Identify and report errors, missing documentation, or system issues.
- Perform general administrative, data entry, and grant support duties according to Tribal policies.

Education/Experience: The position requires administrative and technical knowledge of accounting and grant management. Minimum qualifications include an Associate degree in Office Administration or a related field, or an equivalent combination of education and relevant experience. Preferred qualifications include:

- Two or more years of experience in administrative support, accounting, data entry, grant administration, or financial records management.
- Proficiency with spreadsheets, databases, accounting systems, and financial reporting tools.
- Experience working with federal, state, Tribal, or other grant programs a plus



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Complexity of Duties:

- Develop and refine processes and tracking systems to meet grant and financial reporting requirements.
- Evaluate existing systems and recommend improvements to support operational needs.
- Analyze technical data, solve problems, and apply sound judgment in decisionmaking.
- Respond effectively to inquiries related to grant writing, administration, and reporting.
- Demonstrate strong organization, attention to detail, and the ability to manage time and prioritize tasks to meet deadlines.

Compliance Statement:

Employees must avoid ethical, legal, financial, and other conflicts of interest to ensure their actions and outside activities do not interfere with their primary responsibilities to the Shinnecock Indian Nation. Employees are expected to understand and follow all applicable laws, Tribal policies, and employment regulations while performing the duties outlined in this position description.

Contact with Others:

This position requires effective and professional communication and demeanor, with employees and management at all levels, as well Federal, State, and Local Governmental agencies, and the general public. Requires the use of diplomacy, tact, courtesy, and professional decorum.

Confidential Data:

Will have access to confidential data and information, including financial information of the Shinnecock Indian Nation, and personal information on public customers, employees, and contracted service providers. All information must be kept in the strictest of confidence. The unauthorized release of data is unacceptable and will result in immediate dismissal.

Mental /Visual / Physical Effort:

Close concentration and attention to detail are needed for sustained periods of time. Will be subject to frequent interruptions requiring varying degrees of response. Must be able to perform all functions accurately and timely to meet both internal and external deadlines. Duties will routinely require walking, lifting, sitting, kneeling, reaching, speaking, seeing, and hearing. Must be able to lift light packages up to ten pounds.

Environment:

Works in a professional office environment in a shared office space. This position is eligible for a hybrid work arrangement (on-site and remote) for the appropriate candidate. The duration of this hybrid work arrangement is at the discretion of the Finance Department/ Grants Management Office and Shinnecock Indian Nation.

Extent & Scope of Supervision:

Responsible for ensuring own work product is accurate and timely, generally free from error, which meets the goals and objectives of the Finance Department/Grants Management Office and the Shinnecock Indian Nation. This position has latitude for exercise of initiatives, discretion, and independent judgment within the Office.



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Supervision Received:

Works under the general guidance of the Grants and Contracts Manager. Has latitude for independent thinking and judgment in the attainment of goals and objectives of the Finance Department. Must be able to perform duties independently and can work as part of

Responsibility for Accuracy:

Position entails working with exact and precise figures and data. Most errors are detected within the accounting systems and internal control procedures of the Finance Department. Work products should be free from error and should be of the highest quality and reliability, as work product will be used to analyze financial standing and performance.

Responsibility for Safety / Equipment:

All work shall be completed in accordance with Health and Safety standards as set forth by the Shinnecock Indian Nation.