

ALL MISSION INDIAN HOUSING AUTHORITY

27368 Via Industria, Suite 113, Temecula Ca 92590
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Job Posting

Grants Management Assistant

Reports to: Grants Management Specialist

Supervises: None

Salary Range: \$41,600 – 52,000 annually

Status: Full Time

Duties and Responsibilities:

Under the general direction of the Grants Management Specialist, this position is responsible for providing clerical support for managing various housing grants to ensure goals and expectations are met.

Essential duties

- Perform clerical duties including answering telephones, screening calls, taking messages, set up and maintain files
- Compose letters, take notes, memorandum, reports, marketing flyers, brochures and/or other materials from straight copy, rough drafts, or verbal instructions
- Ensure payments are completed and processed according to established policies and procedures in an efficient, timely and accurate manner
- Enter purchase orders and supporting documentation in established accounting system
- Screen applications for assistance for eligibility and engage in applicant follow-up
- Work collaboratively with vendors, community partners, and other team members as appropriate to address applicant housing stability
- Demonstrate sensitivity toward all applicants, regardless of race, creed, sexual orientation, or present living condition, while maintaining applicants confidentiality
- Obtain proper information and/or data regarding invoice payments
- Operate basic office equipment, computer, copy machine, fax, and printer
- Assist with grant reporting
- Assist with outreach to tribal communities
- Other duties as assigned

Qualification requirements

- Knowledge of basic accounting procedures and software
- Have a working knowledge of fund accounting
- General math skills and ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately
- Proficient in MS Office, 10-Key, Microsoft Excel, Microsoft Word, Adobe Acrobat, Adobe Sign
- Must maintain a high degree of accuracy, attention to detail
- Excellent data entry and record keeping skills
- Excellent analytical and problem-solving skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines

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- Detail oriented, professional attitude and reliable and the ability to maintain confidentiality
- Ability to work independently and as a team member with emphasis on accuracy and timelines

Physical demands and abilities:

- Regularly spend long hours sitting and using office equipment and computers
- Regularly spend long hours reviewing and entering financial information into a computer
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently work on projects and tasks that require deadlines
- Frequently bend to file and maintain files
- Occasionally lift 5-10 pounds

Experience:

- Customer service in an office setting 3 years (Required)
- General clerical experience 3 years (Required)
- Accounts Payable: 3 years (Required)
- Accounts Receivable 3 years (Required)
- Prefer individual familiar with the Tribes, Tribal members, and Tribal governments

Education:

- High School Diploma
- Associate (Preferred)

Work authorization:

- United States (Required)

Work Location:

- Temecula, Ca

Benefits offered:

- Paid time off
- Parental leave
- Health insurance
- Vision insurance
- Dental/Life insurance
- Pension/401K

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Health and Safety- COVID-19 considerations:

We are doing everything we can to keep our team and customers safe. This means individual offices or widely spaced workstations, regular cleaning, masks and hand sanitizer.

COVID-19 Precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

How to Apply

Submit cover letter, resume, salary requirement and three (3) references to dskallerud@amiha.org. This position is open until filled.

All Mission Indian Housing Authority (AMIHA) is an equal opportunity employer applying Native American Preference as defined in Section 7(b) of the Indian Self-Determination and Education Act.