



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #21-2025

Opening Date: August 25, 2025
Closing Date: Open Until Filled
Position Title: Grants & Contracts Manager – Administration
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Responsibilities include monitoring and oversight of all grants and program requirements to ensure compliance with the criteria as required by the funding agency. Maintain and update complete set of financial transaction records. The incumbent will also provide support to the Superintendent, Executive Director of Finance (EDF), Directors and Principals regarding expected outcomes of program. The incumbent will provide up to date information regarding the status of the budget as needed to facilitate the process for both short- and long-term planning. The incumbent will team with LDoE staff to ensure success of the program.

MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Associates Degree in Accounting or Business Administration with 10 years' experience in bookkeeping or Accounting may be substituted for BA; BA Degree preferred from an accredited college or university with major course work in Accounting, Business Administration or a related field with minimum of five years in progressively responsible professional experience. Experience with government fund accounting, grants/contracts management and/or school accounting preferred. Experience with HeadStart and ChildCare grants is ideal.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna – Department of Education

Job Description

Job Title: Grants Manager
Department: Administration - Department of Finance
Reports To: Executive Director of Finance
FLSA Status: Exempt – Year Long – 226 Days

SUMMARY

Responsibilities include monitoring and oversight of all grants and contracts program requirements to ensure compliance with the criteria as required by the funding agency. Maintain and update complete set of financial transaction records. The incumbent will also provide support to the Superintendent, Executive Director of Finance (EDF), Controller, Directors and Principals regarding expected outcomes of program. The incumbent will provide up to date information regarding the status of the budget as needed to facilitate the process for both short and long term planning. The incumbent will team with Laguna Department of Education (LDoE) staff to ensure success of the programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee the LDoE Grants Management process to assure the accountability of the agency.
- Provide administrative support to the Superintendent, EDF, Controller, Directors and Principals to ensure compliance with program requirements.
- Provide and facilitate, as needed a process for short and long term planning for LDoE grant management.
- Manage, analyze and review program budgets and conduct meetings with program Directors and Managers to ensure compliance.
- Participate in improvement of LDoE internal structures, systems and policies.
- Assist EDF to ensure adequate systems are in place to maintain highest quality of services to children and families in compliance with Department, Tribal, Federal and State standards.
- Responsible to prepare and maintain all financial program reports required by funding agencies. Including SF-425, 427, 696-T, PL102-477, etc.
- Performs Draw of all program funds and requests for reimbursements accordingly, document all claims.
- Assist in planning and developing proposals for additional funding and resources if needed
- Prepare Budget modifications and Budget Adjustment Requests (BAR) as needed.
- Prepare monthly Indirect Cost adjusting journal entries.
- Maintain grant and financial records according to policy.
- Assist with audit preparation.
- Assist in the preparation of LDoE's Annual Budget.
- Prepare deposits and post cash receipts as backup when needed.
- Participate in department cross-training to maintain continuation and support of daily operations
- Assist EDF as needed.
- Maintain effective work relationship with all staff.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITY

No direct supervisory responsibilities, however, teamwork skills are essential.

EDUCATION and/or EXPERIENCE

BA from an accredited college or university with major course work in Accounting, Business Administration or a related field. Minimum of five years in progressively responsible professional experience. Associates Degree in Accounting or Business Administration with 10 years' experience in bookkeeping or Accounting may be substituted for BA. Experience with government fund accounting, tribal grants/contracts management and/or school accounting preferred.

PHYSICAL DEMANDS

While performing the duties of this job the employee is regularly required to sit at a computer for long periods. Specific vision abilities required include close vision and the ability to focus. Employee must be able to lift up to of 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

WORK ENVIRONMENT

The employee will work in an office environment with/near other staff. The noise level is usually moderate.

This job description may not be construed to imply that these requirements are the exclusive standard of the position. All duties and responsibilities are essential job functions and requirements are subject to modification. To perform this job successfully, the incumbent must possess the skills, aptitude and abilities to perform each job duty proficiently. The requirements listed in this document are minimum levels of knowledge, skill and ability.

This document does not create an employment contract, implied or otherwise. If a contract is issued it will be an "at will" agreement.