



Confederated Tribes of the Goshute Reservation
CHILD CARE DEVELOPMENT FUND PROGRAM
6671 S Redwood Rd Suite 101 West Jordan UT 84084
Phone: (801) 883-9103

Position: CCDF Finance Manager
Location: CCDF South Jordan Office (South Jordan, UT)
Salary: \$25-\$33/hr based on experience
OPEN: September 14, 2026
CLOSED: Until filled

Position Summary:

The CCDF Finance Manager is responsible for overseeing all financial, fiscal, and grant-related functions of the CTGR CCDF Program. This position ensures full compliance with federal CCDF regulations, Tribal financial policies, and grant management requirements. The Finance Manager manages budgeting, reporting, fiscal tracking, procurement, reimbursement processing, and audit preparation. This role is essential to maintaining the financial integrity of the CCDF Program and supporting its continued eligibility for federal funding. The position supplements and expands financial capacity beyond the part-time clerk, ensuring consistent, accurate, and timely financial operations.

Duties and Responsibilities:

Grant & Fiscal Management

- Manage all CCDF grant financial activities, including budgeting, forecasting, expenditure tracking, and reconciliation.
- Ensure compliance with federal CCDF fiscal requirements, OMB regulations, Tribal policies, and grant conditions.
- Provide direct oversight and guidance to the CCDF Finance clerk, ensuring accurate data entry, timely processing of fiscal documents, and adherence to CCDF financial protocols.
- Prepare and maintain detailed financial records for audits, monitoring visits, and federal reporting.
- Responsible for timely draw down request of Payment Management System (PMS)

- Track spending against approved budgets and ensure expenditures remain within allowable cost categories.
- Assist in preparing annual CCDF grant applications, budget narratives, and required fiscal documentation.
- Monitor grant timelines, reporting deadlines, and expenditure periods to ensure timely submission of all required documents.

Financial Operations

- Oversee accounts payable and receivable functions related to CCDF services, providers, and program operations.
- Process provider payments, reimbursements, and financial transactions with accuracy and timeliness.
- Review and verify timesheets, receipts, invoices, and supporting documentation for compliance.
- Maintain financial logs, spreadsheets, and fiscal tracking systems to ensure transparent and accurate reporting.
- Coordinate procurement activities, including quotes, purchase orders, vendor documentation, and allowable cost verification.
- Support the Program Director in developing financial controls and improving fiscal processes.

Compliance & Reporting

- Prepare monthly, quarterly, and annual financial reports for Tribal leadership, CCDF federal reporting, ACF-696T report, and internal program use.
- Ensure all financial documentation meets CCDF, Tribal, State, and Federal standards.
- Assist with internal and external audits, including gathering documentation, responding to findings, and implementing corrective actions.
- Monitor provider payments and parent reimbursements to ensure adherence to CCDF Policies & Procedures.
- Maintain confidentiality of all financial, client, and provider information.

Program Support & Coordination

- Work collaboratively with the CCDF Program Director, caseworkers, daycare staff, and Tribal departments.
- Provide financial guidance and training to CCDF staff as needed.
- Support program planning, cost analysis, and financial decision-making.
- Assist with special projects, community events, and program initiatives requiring fiscal oversight.
- Perform additional duties as assigned by the CCDF Program Director.

Skills and Abilities:

- Strong knowledge of grant management, budgeting, and financial reporting.
- Ability to interpret and apply federal CCDF regulations, OMB guidance, and Tribal fiscal policies.
- High level of accuracy, organization, and attention to detail.
- Strong analytical, problem-solving, and critical-thinking skills.
- Excellent written and verbal communication skills.
- Ability to manage multiple deadlines in a fast-paced environment.
- Professionalism, confidentiality, accountability, and strong work ethic.
- Ability to work collaboratively with staff, providers, Tribal departments, and external partners.
- Proficiency in financial software, spreadsheets, and data tracking systems.

Minimum Requirements:

- Must be 21 years of age or older.
- High School diploma or GED required; Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.
- Experience in grant management, finance, bookkeeping, or accounting required (Tribal or federal grant experience preferred).
- Must pass background check, including criminal records and child abuse registry.
- Valid driver's license and dependable transportation preferred.
- Must complete required CCDF training within the first 90 days of employment.

Applications can be obtained by in-person or by contacting the Tribal Business Council secretary, Phyllis Naranjo at (435) 234-1138 ext. 200. Or at ctgr.us website.

Complete applications can be returned to CTGR Secretary, Phyllis Naranjo at Phyllis.naranjo@ctgr.us