



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Business Analyst

Economic and Workforce Development

OPEN: September 14, 2018

EXEMPT: No

SALARY GRADE: (8) \$21.82 - \$24.44 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: September 20, 2018

JOB CODE:

DIVISION: Administration

DEPARTMENT: Economic & Workforce Dev

SUPERVISOR: Dept Director

VACANCIES: 1

JOB SUMMARY: Under the direction of the Economic and Workforce Development Director, the Business Analyst assesses the feasibility of solicited and unsolicited business proposals. This is a key position in building sustainable economic growth for the Lummi Nation. This role is highly analytical and requires modeling complex operational and financial data in order to determine the feasibility of proposals.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. It is the responsibility of this person to directly carry out numerous, simultaneous assignments in a wide-range of fields and in most cases with limited staff and resources.
2. Define and uphold the objective KPI scorecard by which business proposals are assessed.
3. This position is the first point of contact for unsolicited business proposals. Communicate and coordinate with businesses/people who want to do business with Lummi Nation by following our unsolicited business proposal application process.
4. Build strong relationships with potential business partners.
5. Analyze the feasibility of solicited and unsolicited business proposals. Analysis includes driving data collection, challenging assumptions, translating data into actionable information, and reporting to the Director findings with recommendations.
6. Be an effective team player who can develop unique methods of analysis to produce reliable information in situations where data is lacking, unreliable, or traditional methods do not yield results.
7. Provide entrepreneur support to Lummi tribal members wanting to start a business by helping them with business plans, business licenses (tribal and state), goods and service prices, etc.
8. Update department studies such as, Economic Impact Study, Population and Employment Projections, Annual and quarterly Hotel Tax Analysis Projections, Self Sufficiency Study, and Key Performance Indicators.
9. Attend all meetings and events as required to ensure accurate properly analysis of metrics. Meetings may include, but are not limited to the Economic Development Commission; Lummi Indian Business Council, Lummi Commercial Company, impromptu meetings, etc.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelors Degree in Business Administration, Economics, Accounting, or Finance from an accredited university.
- 1-2 years working for a tribal government/entity.
- Proficient in Microsoft Office products.
- 1-2 research experience either on-the-job experience or college experience.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Verbal and written communications, analytical, organizational and interpersonal (teamwork oriented) skills required.
- Fluency in Microsoft Office, including a demonstrated understanding of Excel.
- Exceptional understanding of how to translate real-world data into algebraic equations and then determine the solution. Understanding of statistics and basic calculus is a plus.
- Experience or college class work in assessing and developing financial proformas.
- Ability to learn how to utilize the scientific method to reach an objective decision in instances when supporting information is unavailable or biased.
- Highly personable and able to build strong relationship across business groups.
- Exceptional interpersonal skills and ability to deal with diverse cultures in dynamic work environment.
- Ability to work on simultaneous projects and make decisions in a fast-paced environment.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Position requires extensive Criminal Background Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.