



# 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:** Accounting Assistant II

**OPEN:** November 2, 2018

**EXEMPT:** No

**SALARY GRADE:** 6 **\$16.50-\$18.48**

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** November 9, 2018

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** A/R Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the A/R Supervisor or designee, Accounting Assistant II will be responsible for working side by side with the 2<sup>nd</sup> Accounting Assistant II on reconciling Visa One card holders statements, Travel, and mileage and will assist with the day to day activities in the Accounting Department as needed.

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

1. Review and reconcile Travel advances in a timely manner.
2. Review and reconcile Requisitions in a timely manner.
3. Review and reconcile monthly Visa One Expenses in a timely manner. (Travel and business expense and personal charges).
4. Prepare Visa One Card journal entries.
5. Prepare and send email notifications for travel receipts.
6. Reconcile Mileage: Receive Mileage reimbursement requests.
7. Process checks for reimbursement requests.
8. Scan, file and save all documentation.
9. Print and attach itemized travel receipts to the proper Travel advance forms.
10. Email Visa One statement and blank LIBC Visa One spreadsheet to be returned completed from the Card Holder and with itemized receipts for all expenses on Visa One Card.
11. Note all expenses of proper TA's, REQ's, and journal entries on the Visa One card monthly statement report.
12. Prepare Payroll deductions and turn into Payroll each pay period.
13. Backup Cash Receipts office when needed.
14. Backup Petty Cash when needed.
15. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 3 years accounting experience.
- 3 years experience utilizing the Accufund accounting software or other accounting software, EXCEL, and Outlook.
- 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:**

- Position requires a high degree of accuracy, good organizational skills and the ability to maintain detailed, accessible back up information.
- Ten Key operation with speed and accuracy.
- Good communication Skills both oral and written.
- Ability to work with all departments.
- Ability to maintain strict confidentiality at all times.

**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.
- 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](mailto: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.