



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: Financial Database/Reporting Technician

OPEN: September 25, 2020

EXEMPT: No

SALARY: (9) \$25.09-\$28.10 p/h DOE

SHIFT: Day

LOCATION: Tribal Administration Building

DURATION: Regular Full-Time

CLOSES: October 02, 2020

JOB CODE:

DIVISION: Finance

DEPARTMENT: OMB

SUPERVISOR: Budget Analyst

VACANCIES: 1

JOB SUMMARY: This position will work under the general direction of the Budget Analyst. They will assist in providing detailed fiscal and budgetary monitoring of contracts in relations to federal & state funded grants aside from the PL-638 agreements with BIA & L.H.S. The Financial Reporting Technician's main responsibility will be creating financial systems for consolidating data to research, investigate, analyze, reconcile & evaluate information from the several LIBC systems. They will need to be innovative in creating/maintaining formatting of data for analysis of the current financial modules to provide forecasts on a wide range of topics. The Financial Reporting Technician for accuracy of internal fiscal reports will verify the databases. The duties will be performed within the limits of compliance in regard to the 2CFR 200 that is not outlined in the LIBC Title 28.

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

1. Must be familiar with the accounting functions and principles as well as GAAP (generally accepted accounting practices).
2. Will demonstrate exceptional skills in MS Office (Excel, Access, Outlook) & applicable accounting applications.
3. Required knowledge & experience in writing formula functions within excel and in drafting/maintaining access databases.
4. Responsible for staying up to date and familiar with LIBC Title 28 as well as 2CFR 200 Uniform Guidance & state/inter-local standards to support day to day operations of the Budget Office.
5. Financial Database Technician will build database and queries amongst several application platforms within LIBC Assist to consolidate and analyze data that adhere to internal LIBC policies as well as LIBC Title 28. Examples but not limited to are the Valid Fund List, SEFA (Schedule of Expenditures of Federal Awards), LIBC Admin Utility & Telephone/Network Allocations to name a few.
6. Classification/Distribution/Chart of Account in a timely manner
7. Responsible for monthly updates of the databases, formulas and internal governmental drives to facilitate efficient collection, reporting and posting of ledger transactions.

8. Responsible to review for approval all applicable forms requiring budget authorization (Contracts, SIR, CER, Account Change Forms, etc.).
9. Will be responsible for reviewing and maintaining the annual Job Description table
10. Will assist with the monthly review, allocation and reconciliation of the trial balance activity by fund in the accounting system and provide technical assistance to managers.
11. Responsible for updating the indirect module for all account aspects of the accounting system monthly.
12. Responsible for preparing grant and contract files for archiving according to LIBC procedures.
13. Responsible for maintaining confidentiality within and outside of the workplace.
14. Other duties as assigned within scope of work.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Bachelor's Degree in Finance, Accounting, Business or related field, *preferred*
- 2-5 years of professional experience working in a financial setting managing data used to streamline information for analyzing scenarios.
- 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:

- Advanced technical skill and knowledge with Microsoft Excel.
- Advanced knowledge and experience with Office Windows, including Microsoft Word and Access.
- Ability to operate 10-key operations with accuracy.
- Must have experience building and managing database structures, query development and assembly.
- Familiar scripting, data normalization & processing.
- Must be able to retrieve information from a variety of sources fluently
- Knowledge of general office equipment and procedures.
- Knowledge of accounting functions and principles, general business practices, collections procedures. LIBC's Accounting Policies & Procedures is necessary.
- Familiar in using accounting systems and methods to maintain and account for activity towards each given grant funded program for periodic reporting.
- Proficient in spreadsheet, database building, MS Office & experience working in a financial system
- Must demonstrate knowledge and proficiency in predictive analytics through managing & migrating information

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: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.

