



# 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:** July 12, 2021

**EXEMPT:** No

**SALARY:** (7) \$ 18.97-21.25 p/h DOE

**SHIFT:** 8 Hours/5 days a week

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** July 26, 2021

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** A/R Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the A/R Supervisor, the Accounting Assistant II will be responsible for all LIBC travel related coordination, arrangements, reconciliation of expenditures, in compliance with Tribal Policies. This position will also work closely with the other A/R staff on reconciliation of visa one card holder statements, mileage, and day to day activities as needed. Including any needed assistance with Cash Receipting activities.

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

1. Responsible for arranging all aspects of travel for LIBC employees; including hotels, transportation, and registration as well as issuing Travel Advance numbers.
2. Review all travel advance requests and check for policy compliance.
3. Calculate and/or verify calculations for total travel costs and communicate with travelers and directors to clarify arrangements and expenses.
4. Process all travel advances for payment for traveler in a timely manner. Process any travel purchase orders for expenses requested. Process travel advance expenses into AccuFund as AP bills for Per diem check payments and submit travel advance and purchases order(s) for visa one card travel uploads.
5. Make alternate booking arrangements if changes arise before or during trip.
6. Ensure Credit Card Authorizations are submitted for the pre-payment of each hotel booking.
7. Ensure registration is complete before travel dates.
8. Serve as a general resource and point of contact for travel-related issues.
9. Maintain all electronic and physical travel filing systems.
10. Reconcile travel expenses to monthly Visa One Card statements. Prepare and send monthly Visa One Card statements to LIBC employees with current statement balances. Send email notifications to obtain travel receipts and expense correspondences. Ensure compliance with the Travel and Visa One Card Policy.
11. Print and attach itemized travel receipts to the proper travel advance and Visa One Card statements.
12. Process all visa one expenditures in Accufund as AP bills, prepare reporting for review by Controller for posting.
13. File, Scan, and save all documentation in appropriate PDF folders.
14. Support Cash Receipts/Petty Cash office when needed.

15. Support Vehicle Fleet Cards when needed.
16. Support Accounting Assistant II with visa one statements as needed.
17. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 3 years of fund accounting experience.
- 3 years of experience utilizing the Accufund accounting software or other accounting software, Excel, Word, 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:**

- Knowledge with organizing business travel arrangements. Including familiarity and experience with Per diem.
- Must have the ability to take appropriate action in stressful or emergency situations.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Position requires a high degree of accuracy, good organizational skills, and the ability to maintain detailed, accessible back up information.
- Ten Key skills with speed and accuracy.
- Must have a high level of accuracy and attention to detail.
- Ability to manage multiple priorities and adjust to changing priorities in a professional manner.
- Good communication Skills both oral and written.
- Ability to work with all departments within finance.
- 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 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](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.