



# 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:** Cash Receipt Tech/Accounting II Assistant

**OPEN:** December 7, 2018

**EXEMPT:** No

**SALARY GRADE:** 5 (\$14.35-\$16.07)

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** December 14, 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, will collect all cash payments and prepare bank deposits. Assist the Accounting Assistant II 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. Receive all payments and prepare Tribal cash receipts for LIBC (Clinic, Child Care, TANF, GA, etc.) and LNSO.
2. Daily total payments and receipt forms, balancing to bank deposit.
3. Prepare bank deposits (LIBC and LNSO) and route to A/R Supervisor for bank deposit.
4. Received all court fines payments and route receipt to Court Clerk.
5. Receive payments for fisherman and hunting ID, boat registration, and wood permits.
6. Issue all licenses (buyers, business, and fireworks).
7. Maintain Petty Cash
8. Apply New A/R Credits.
9. Approve payback agreement forms for LIBC employees.
10. Print and attach itemized travel receipts to the proper Travel advance and Visa One Card forms before routing to the appropriate person.
11. Review Travel backup and Visa One Card holder's backup when received before routing to the appropriate person.
12. Assist in preparing and sending out email notifications for travel receipts.
13. File, Scan, and save all documentation.
14. Assist with Emailing 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 as needed.
15. Note all expenses of proper TA's, REQ's, and journal entries on the Visa One card monthly statement report.
16. 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 operations 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.

**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.