



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: January 12, 2022

EXEMPT: No

SALARY: (7) \$18.97-\$21.25/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: January 26, 2022

JOB CODE:

DIVISION: Finance

DEPARTMENT: Accounting

SUPERVISOR: A/R Supervisor

VACANCIES: 1

JOB SUMMARY: Under the supervision of the A/R Supervisor or designee, the Accounting Assistant II will be responsible for reconciling all Visa One card holder's statements, assisting with Travel reconciliation, processing 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 monthly Visa One Card Statements in a timely manner. (Travel and business expense). Ensure compliance with LIBC Procurement, travel, and credit card policies.
2. Prepare and send monthly statements to LIBC Visa One Card holders. Send email notifications to obtain travel receipts and expense correspondences.
3. Process all visa one expenditures in Accufund as AP bills, prepare reporting for review by Controller for posting.
4. Reconcile Mileage: Receive Mileage reimbursement requests and enter into Accufund for payment.
5. Process checks for reimbursement requests.
6. Scan, file and save all documentation.
7. Note all expenses of proper TA's, REQ's, to PO's on the monthly VIC journal entries.
8. Review, reconcile, and complete/clear Requisitions/P.O.'s in a timely manner.
9. Assist with reviewing and reconciling of Travel advances in a timely manner.
10. Assist with the preparation of Payroll deductions. Payroll deductions to be reviewed by the AR Supervisor.
11. Backup Cash Receipts office when needed.
12. Backup Petty Cash when needed.
13. 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
- 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.
- This position requires a criminal background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.