



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: Budget/AP Assistant

Lummi Tribal Health Clinic (LTHC)

OPEN: July 28, 2022

EXEMPT: No

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

SHIFT: Day

LOCATION: LTHC

DURATION: Regular Full-Time

CLOSES: August 11, 2022

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LTHC

SUPERVISOR: Healthcare Administrator

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide administrative support for Lummi Tribal Health Clinic (LTHC) providers, managers, and staff. This position performs a high volume of budget request and adjustments clinic staff.

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

Administrative

1. Provides administrative support for all employees of the LTHC to include supply orders and maintaining office supply room
2. Provide clerical support to Executive Committee to; coordinate meetings, gather and distribute meeting information, record minutes, and maintain record per AAAHC requirements
3. Prepare payroll, timecard tracking and distribution
4. Responsible for facilitating new hire paperwork, separations, job postings and assist to coordinate interviews. Coordinate new hire orientation for required trainings and employee health vaccinations
5. Responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence daily.
6. Responsible for check-out of Clinic vehicle. Coordinate regular vehicle maintenance as needed.
7. Provide clerical support to Lummi Health & Family Service Commission to; coordinate meetings, gather and distribute meeting information, record minutes, and maintain record per AAAHC requirements, as needed
8. Other duties as assigned

Budget

9. Prepare clinic budgets and adjustments within established LIBC guidelines and Title 28 Code of Law
10. Reviews data and information for accuracy and makes corrections when necessary
11. Maintains accurate records for all transactions affecting budget preparation
12. Ensures records and reports are kept safely and securely
13. Produce budget status reports for clinic managers and leadership as needed

14. Monitor all clinic budgets and grants to ensure expenditures are within approved budget limits
15. Review requests for purchase of good and services and identify availability of funds

Accounts Payable

16. Assists managers in identifying and understanding LIBC procurement, HR, and other administrative policies.
17. Process requisitions for Purchase Order and check requests with purchasing non-clinical and clinical supply requests for staff and patients
18. Facilitate payment of invoices for all clinic vendors
19. Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.

MINIMUM QUALIFICATIONS:

- Associates Degrees in business management, human services, or related field, *preferred*
- Five (5) years of experience working in an office or other professional setting.
- Two years of experience with accounts payable and budgets or general accounting
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Word/Windows/Excel
- Knowledge of Medical Terminology and Medical Records systems preferred.
- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must have ability to work independently with little or no supervision.
- Must maintain strict confidentiality at all times.
- Complete HIPPA training upon hiring

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 regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS 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.