



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

****Re-Advertise****

OPEN: September 20, 2022

EXEMPT: No

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

SHIFT: 8 Hours/5 days a week

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

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 working 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 backup assistance with Cash Receipts and Petty Cash.

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

1. Reconcile travel and other expenses to monthly Visa One card statements.
2. Prepare and send monthly Visa One card statements to LIBC employees with current statement balances
3. Send email notifications to obtain receipts and expense correspondences
4. Ensure compliance with the Travel and Visa One Card Policy
5. Print and attach itemized receipts to the Visa One card statements
6. Process all Visa One card expenditures in Accufund as A/P bills, prepare reporting for review by Controller for posting
7. File, scan, and save all documentation in appropriate PDF folders
8. Support Cash Receipts when needed
9. Support Cash Receipts with Petty Cash when needed

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 year degree in a business related field or Accounting certificate -or- a combination of education and experience required.
- 1 year of experience utilizing the Accufund accounting software or other accounting software
- 2 years of Excel, Word, and Outlook experience
- 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:

- 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 well with all departments and coworkers in a professional manner
- 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 extensive 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.