



# 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:** September 19, 2023

**EXEMPT:** No

**SALARY:** (7) \$20.07-\$22.60/hr. DOE

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

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** September 28, 2023

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** Controller

**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

### **MINIMUM QUALIFICATIONS:**

- AA degree in a business related field or Accounting certificate -or- a combination of three years education and experience in a business/government related experience is required.
- Two-year of direct experience utilizing an accounting software program.
- Minimum of two years of experience preparing and developing spreadsheets in Excel at a moderate level of expertise in a working environment.
- 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.

**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.