



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: Purchasing Assistant

OPEN: November 20, 2023

CLOSES: November 28, 2023

EXEMPT: No

JOB CODE:

SALARY: (5) \$15.21-\$17.13/hr. DOE

DIVISION: Finance

SHIFT: Day

DEPARTMENT: Purchasing

LOCATION: Tribal Administration

SUPERVISOR: Purchasing Manager

DURATION: Regular Full-Time

VACANCIES: 1

JOB SUMMARY: Under the direction of the Purchasing Manager, position will provide all purchasing assistance, according to Lummi Indian Business Council procurement policy.

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

1. Receive all LIBC and LNSO material/work orders and verify for accuracy of account numbers, description, amounts and approvals. Number and enter into daily log. Communicate to supervisor and departments if there are any discrepancies.
2. Daily computer entry in LIBC accounting system and process purchase orders.
3. Print and distribute daily purchase orders. Obtain signatures from department staff that pick up hard copies. Attach requisitions to Accounting's copies.
4. Receive all new/revised LIBC vendors W-9's. Check validity of EIN numbers. Report invalid numbers to Purchasing Manager. Enter the information in AccuFund. Scan W-9's and save to vendor data in AccuFund and Finance's G: drive. File hard copy.
5. Maintain filing system for purchase orders, computer reports, and vendor files.
6. Review expired purchase orders in AccuFund. Contact vendors to see if the purchase order was used. Obtain invoices for used POs and submit to Accounting. Void all unused expired purchase orders.
7. Operate and maintain the postage machine when needed. Stamp and seal all outgoing LIBC mail. Distribute incoming mail to the addressed department.
8. Receive and stamp all incoming LIBC mail. Under supervision will open all received envelopes and packages. Sort the mail for distribution. Check envelopes for checks and invoices. Submit all invoices Accounting and all incoming/returned checks to Cash Receipts.
9. Assist in reviewing all incoming travel documents when needed. Ensure all back-up documents are included. Report any discrepancies to Travel Coordinator.
10. Operate the Point of Sale (POS) System when Warehouse Technician is unavailable. Scan/enter items for purchase. Print receipts & obtain appropriate signatures.
11. Assist in receiving shipments. Inspect orders for discrepancies. Report any missing or damaged items to supervisor and ordering department.
12. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year full time work experience working in Accounting or Purchasing, *preferred*
- Prior work experience working with Microsoft Word and Excel
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to lift 50+ pounds.
- Experience working with POS System.
- Experience in purchasing/and or accounting related activities.
- Knowledge of LIBC travel policies and procedures.
- Experience in AccuFund, *preferred*
- Knowledge of office practices and office skills, such as typing, 10 key, Microsoft Office programs, filing and Xeroxing
- Ability to develop and maintain a working relationship with all tribal program employees, managers, and local vendors
- Customer service experience, *required*

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 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.