



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: Revenue Director**

OPEN: September 18, 2024

EXEMPT: Yes

SALARY : (14) \$52.96-\$59.64/hr. DOE

SHIFT: Day/Flexible

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: October 23, 2024

JOB CODE:

DIVISION: Policy

DEPARTMENT: Revenue Office

SUPERVISOR: LIBC Treasurer

VACANCIES: 1

JOB SUMMARY: The Revenue Department is in a developmental status, in that the Revenue Director will be responsible in establishing the department from the ground up; this presents an opportunity for a dynamic individual to create a significant impact. Once the Department is operational, the Revenue Director will be responsible for the day-to-day administration of the Revenue Department and provide direct supervision to assigned programs and staff to ensure that department goals and objectives are achieved. Provides support to ensure department develops and implements revenue assessment, collection, and enforcement measures consistent with Lummi Codes of Law, Title 30 – Revenue Code.

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

1. Collect, compile, and analyze data in the preparation of plans and presentations, conduct field investigations, and prepare reports.
2. Assess and collect all taxes within the jurisdiction of the Lummi Nation.
3. Develop Annual Performance Plan(s), Budget(s) and Presentations as required in the Lummi Nation Budget and Finance Code (Title 28), including quarterly and annual reports as to the performance metrics of the Annual Performance Plan.
4. Submit quarterly, or more frequently as required by the Council Treasurer, reports summarizing recent and projected tax collections.
5. Make, adopt, and publish such rules and regulations as deemed necessary or desirable to carry out Title 30 - Lummi Nation Revenue Code.
6. Recommend to the Council such amendments, changes in and modifications to revenue laws as seem proper and requisite to relieve injustice and irregularities in taxation, and to facilitate the assessment and collection of taxes in the most economical manner.
7. Negotiate mutual assessment and collect assistance agreements with any other tax jurisdiction, with ratification by the LIBC.
8. The Director is empowered to determine, and assess against a taxpayer liability for tax, interest, or costs.
9. Serve as liaison between tribal entities, and other public, private groups subject to tax liabilities under Lummi Codes of Law.
10. The Director shall be responsible for the official acts of the office, employees, and agents.

11. The Director is empowered to administer the tax laws of the Lummi Nation and, to that end, will adopt rules and regulations, including instructions as may be necessary for the proper and efficient administration of those laws.
12. The Director must carry out the duties and responsibilities of the position, including protecting taxpayer information.
13. Provide administrative support to the Tax Review Board which includes but is not limited to assisting in the development of Charter and Bylaws, preparation of Agendas, Meeting Minutes and Tax Review Hearings.
14. Other Related Duties as may be assigned by the LIBC, LIBC Treasurer and Tax Review Board.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business Administration, Economics, Land Use Planning, Accounting, or Finance.
- Master's degree (or PhD) in Business Administration, Economics, Accounting, or Finance; may substitute 5 years of professional paid experience in business development, workforce development, or economic development.
- 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:

- Knowledge of treaty, constitutional and sovereignty frameworks is preferred
- Strong understanding of ad-valorem and in-rem authority and jurisdiction in Indian Country
- Experience working for or within tribal government
- Excellent verbal and written communication skills, analytical, organizational, and interpersonal (teamwork oriented) skills required
- Fluency in common software, including a demonstrated understanding of Excel and AccuFund
- Experience in developing financial documents; financial statements, or organizational budgets.
- Strong collaborative cross-team experience and the ability to work with people of diverse backgrounds.
- Experience working on simultaneous projects and making appropriate decisions in a fast-paced environment.

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 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.