



# 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:** Receptionist

**OPEN:** March 21, 2025

**EXEMPT:** No

**SALARY:** (6) \$17.47-\$19.68/hr. DOE

**SHIFT:** 8am-4:30pm M-F

**LOCATION:** Accounting Office

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Finance

**DEPARTMENT:** Accounting

**SUPERVISOR:** AP Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the administrative direction of the AP Supervisor or his/her designee, the receptionist will perform general administrative and clerical support services such as answering phone calls, customer service, mail, and signing out checks for the Lummi Indian Business Council and Lummi Nation Service Organization.

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

1. Answer phones in professional, helpful and friendly manner.
2. Sort incoming mail, sorting of invoices, and prepare outgoing mail.
3. Prepares A/P list and distributes A/P checks as needed.
4. Prepare A/P Calendar and distribute on a monthly basis.
5. Other duties as assigned.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Associate Degree in Business, *Preferred*
- 6 Months-1 year using Word, Excel, and Outlook.
- Lummi/Native American/Veteran preference policy applies.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Good communication skills, both oral and written.
- A team player with a pleasant attitude.
- Ability to work in fast-paced environment with demonstrated ability to manage multiple tasks and demands.
- Complete projects and tasks in a timely and accurate manner.
- Filing experience and good organizational skills.
- Willing to work with limited supervision.
- Ability to work with all departments and agencies inside and outside the organization.
- 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.