



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'

VACANCY ANNOUNCEMENT

TITLE: Tax Review Board Member – Seat A, B and C

OPEN: June 23, 2025

EXEMPT: No

SALARY: Stipend

SHIFT: Varies

LOCATION: LIBC Admin Building

DURATION: Appointed Term

CLOSES: July 14, 2025

JOB CODE:

DIVISION: Policy

DEPARTMENT: Policy

SUPERVISOR: LIBC

VACANCIES: 3

POSITIONS AVAILABLE: 3 (Seat A 1-Year, Seat B 2-year and Seat C 3-year: Per Title 30)

JOB SUMMARY Tax Review Board members are appointed by LIBC. The Board shall meet twice a month or more as needed to address taxation matters including but limited to Title 30 - Revenue Code matters regarding appeals, gather facts on making decision in coordination with the Revenue Director, the Board may examine and audit books, authority of abatement of debt, enter into closing agreements, service of summons to taxpayers, enforce summons in tribal court and request pertinent information tax information from business, all within accordance to Title 30 Revenue Code and all applicable Lummi Code of Laws (LCL). The Board will work closely with the Revenue Director to identify any tax related matters to maximize the Lummi Nations tax authority within trust and reservation boundaries.

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

1. Findings and Decision: The Board Members shall make findings of fact and prepare a written decision in each case decided by it, and such findings shall be effective upon being signed by two or more members of the Board and upon being filed with the Revenue Director, and shall be open to public inspection
2. Appeals to the Board: The Board shall have jurisdiction to decide to an appeal made by an person having received a notice of denial of the petition or a notice of determination made under Chapter 30.03 of Title 30 – Revenue Code
3. The Board may make an inquiry and proceed to examine and audit any registered business under Chapters 30.02.070
4. The Board may in coordination with the Revenue Director and Office of Reservation Attorney make recommended amendments to Title 30 – Revenue Code and all applicable LCL.
5. With coordination of the Revenue Director have the authority to abate taxes as outlined in Title 30 Revenue Code.
6. With coordination of the Revenue Director enter with the taxpayer into a written closing agreement.
7. Maintain confidentiality standards as set out in Title 30 – Revenue Code.

8. With coordination of Revenue Director serve summons to taxpayers in accordance with Title 30 – Revenue Code
9. Assist the Revenue Office in drafting proposed code amendments.
10. Other duties as assigned in accordance with Title 30 – Revenue Code and all applicable Lummi Code of Laws.

MINIMUM QUALIFICATIONS:

- 2 of the 3 seats require candidate must be an enrolled member living on the reservation or trust lands.
- Candidate shall not be a candidate for nor hold any other public office or trust and shall not engage in any occupation or business which may interfere with his duty as a member of the board.
- 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 knowledge of Title 30 – Revenue Code and all applicable LCL on tax matters
- Must have ability to attend meetings twice or more a month
- Must have the skills to interpret and understand tax code enforcement and compliance requirements
- Must have knowledge of local, state and federal tax laws impacting the Lummi Nation

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:

For more information contact the HR front desk (360) 312-2023. Submit letter of interest, resume, and proof of enrollment to the LIBC Human Resources office no later than 4:30 p. m. on the closing date listed above. This can be dropped off at Human Resources, 2665 Kwina Road, Bellingham, WA 98226, or Faxed to: 360-380-6991 or scanned and e-mailed to libchr@lummi-nsn.gov