



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: Financial Compliance & Reporting Specialist

OPEN: October 9, 2025

EXEMPT: No

SALARY: DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Finance

DEPARTMENT: OMB

SUPERVISOR: CFO

VACANCIES: 1

JOB SUMMARY: Under the supervision on the Chief Financial Officer (CFO), shall be responsible for the timely reporting of budgets on a monthly basis using multiple methods to ensure that all LIBC personnel who have delegation to expend tribal funds are aware of their budget status at all times under the requirements of Lummi Code of Laws, Title 28: Budget & Finance Code. Shall be responsible for monitoring budget deviations and notifying the proper Executive Managers of budgetary issues and non-compliance.

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

1. Shall provide timely budget-to-actual reports to all Program Directors, CBC's, and other applicable employees who have delegation to expend tribal funds no less than on a monthly basis (§28.09.050)
2. Shall provide monthly compliance reports to the CFO that identifies program budgets that are trending high and program budgets that are overspent and out of compliance with Title 28.
3. Shall be responsible for notifying programs that are out of compliance with Title 28 and take necessary steps to minimize overspending by immediately in-activating accounts over spent.
4. Shall perform reviews on a monthly basis to ensure that AccuFund contains accurate budgets and notify the Budget Analyst & Grants Manager of any deviations from the approved annual budget.
5. Shall coordinate monthly financial training for Program Managers, Directors and other interested parties. Training provided shall include any and all areas of Finance that help employees who possess delegation to expend tribal funds understand the requirements of Title 28 and assist them in improving their fiscal management capabilities.
6. When needed, back up the Budget Analyst and Contracts Specialist. Back up functions shall be limited to instances of urgent needs only. When back up functions are performed, employee shall provide notice to the CFO explaining the circumstances.
7. Employee shall assist in other finance projects and assignments as needed and assigned by the CFO.
8. Shall assist in analyzing program budgets for reclassifications and propose JE's to correct program budgets when needed.

MINIMUM QUALIFICATIONS:

- High School diploma/GED.
- AAS preferred, but not required
- (5) Years Budget/Finance Office experience required.
- Must be able to type (40) wpm on a keyboard.
- 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 be proficient in Microsoft Excel & Word.
- Must have knowledge of standard office operational procedures and practices including photocopying, filing, faxing, and telephone skills.
- Must have a basic understanding of accounting, budget and finance terminology.
- Must be able to work independently.
- Must have effective and clear oral and written communication skills.
- Must possess professional customer service attitude at all times.
- Must 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.
- This position requires a 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.