



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: Executive Financial Assistant

OPEN: March 2, 2026

EXEMPT: No

SALARY: DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE: 2740A

DIVISION: Finance

DEPARTMENT: OMB

SUPERVISOR: CFO

VACANCIES: 1

JOB SUMMARY: Executive Financial Assistant for Finance is expected to provide a high level of financial and administrative support services for the LIBC Finance Division. Position will be responsible for all assigned tasks assigned by the CFO. To assist the CFO the Executive Financial Assistant should be proactive, self-motivated, adaptable, have strong skills, resourcefulness, and ability to prioritize complex tasks. This role will be responsible for keeping track of challenging schedules, monitoring multiple projects, and a fast-paced and high-demand environment involving high volume of demand.

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

Executive Financial Assistant is responsible in assisting the CFO in maintaining the financial health of LIBC. This includes handling daily transactions, report preparations, compliance enforcement, and wide range of demands as directed by the CFO.

Administration

1. In senior capacity assist the CFO in supporting all departments within the Finance Division. (Accounting, Payroll, GL, OMB, and Purchasing). Uses good judgment in identifying issues to assist internal Finance staff with questions regarding policies and procedures and/or directs the issues to management or appropriate staff.
2. Achieve operational objectives to the Finance Division by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and professional standards; resolving problems; determining system improvements for the LIBC Finance Division.
3. Develop and maintain an appropriate follow-up procedure so as to ensure that all projects, reports, and tasks associated with or originating from the CFO's office is completed.
4. Be proficient in utilizing the new technologies utilized by the LIBC Finance Division.
5. Assist in maintaining LIBC Finance's records in compliance with the retention policy and according to the practices established by the CFO.
6. Conducts research and compiles information for reports and presentations pertinent to Administration and Finance operations and strategic objectives.
7. Regularly assists with budget planning, preparation, execution, and revisions.

8. Assists the CFO in managing third party leases, contracts, and agreements including its execution and renewal.
9. Assist staff with preparing documents for Budget Committee, LIBC, General Council and other meetings as needed.
10. Schedules for internal Finance Division meetings and keep notes.

Executive Support

11. Manages CFO's calendar, schedules meetings, and oversees meeting arrangements.
12. Provides a wide variety of administrative support to the CFO. and to the departments under his/her supervision.
13. Assists the CFO in coordinating departmental daily activities to ensure commitments and deadlines are met.
14. Maintain to-do lists for those in regular contact with CFO, presenting reminders when and as needed to ensure all responsibilities are completed.
15. Act as a liaison to CFO's direct reports; assisting as necessary.
16. Responsible for following up on behalf of the CFO with Federal, State and other applicable agencies when needed.
17. Reconciles, processes, reviews, maintains, and submits as required the following: Invoices, Check Requests, Purchase Orders, Contracts, and Expense Reports for the LIBC Finance Division.
18. Maintains positive relationships with staff, LIBC departments, and vendors.
19. Undertakes special assignments or projects on a wide variety of responsibilities as assigned by the CFO.

MINIMUM QUALIFICATIONS:

- High School diploma or GED.
- Bachelor's degree in business, Accounting or Finance. OR in lieu of degree 4+ years of finance work experience.
- Proven experience with budgets, grants, contracts, procurement, and accounting.
- 2+ years of administrative experience required in a Tribal Government.
- 2 or more years in administration support capacity role to leadership.
- 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:

- Proficiency and adeptness to problem solving complex issues, bringing resolution and high degree of confidentiality.
- Proficiency and skill using Microsoft Excel & Word.
- Knowledge of Federal OMB guidelines (CFR), Tribal Finance Policy & procedures (LIBC Procurement Policy, & Title 28).
- Knowledge of standard office operational procedures and practices including office software.
- Possess an advanced understanding of accounting, budget and finance terminology.
- Ability to work independently.
- Possess effective and clear oral and written communication skills.
- Always possess professional customer service attitude.
- Ability to always maintain strict confidentiality.

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.
- Must be able to type 40 wpm on a keyboard.

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.