



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: Fleet Accounting Coordinator

OPEN: May 14, 2026

EXEMPT: No

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: 8 Hours/5 Days a week

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: Until Filled; 1st review date 5/28/26

JOB CODE:

DIVISION: Finance

DEPARTMENT: Accounting

SUPERVISOR: A/R Supervisor

VACANCIES: 1

JOB SUMMARY: Under the supervision of the A/R Supervisor or designee, the Fleet Accounting Coordinator will assist on the day-to-day activities in the Accounting Department as needed.

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

1. Will serve as LIBC's liaison with the US Bank Voyager Fleet Management and WEX program.
2. Will manage the fuel and maintenance data management system.
3. Maintain security, settings, and tracking for Voyager and WEX card activity.
4. Responsible for ordering Voyager and WEX gas card, replacement cards, and canceling cards.
5. Responsible for following up with email alerts, card locked, and invalid pin number entries.
6. Prepare Voyager and WEX, Verizon, and Enterprise FM journal entry monthly.
7. Responsible for organizing Verizon website cell phones.
8. Create Voyager, WEX, and Enterprise FM spreadsheet for Controller for work order for submission for P.O.
9. Monitor Voyager, WEX, and Enterprise FM vehicle lease Accounts.
10. Ensure Voyager and WEX statements are emailed out to the departments participating in the program.
11. Verify Departments chargeline(s) yearly.
12. Responsible for updating the fuel Card Authorization form.
13. Maintain update Voyager WEX gas card files.
14. Help write procedures when requested.
15. Will backup Cash Receipts when needed.
16. Will backup with distributing Petty Cash Reimbursement when needed.
17. Review LIBC Motor Pool monthly mileage usage.
18. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or G.E.D; and
 - Three (3) years of experience in accounting; and
 - 3 years experience utilizing the Accufund, Excel, and Outlook; **OR**

- Associate degree in Public and Tribal Administration, or related field; and
 - One (1) year of experience in accounting; and
 - One (1) year of experience utilizing Accufund, Excel, and Outlook.
- 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:

- Position requires a high degree of accuracy, good organizational skills and the ability to maintain detailed, accessible back up information.
- Ten key operation with speed and accuracy.
- Good communication skills both oral and written.
- Ability to work with all departments.
- Must maintain strict confidentiality at all times.
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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 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.