



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: Budget/AP Assistant II

OPEN: August 11, 2026,

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day

LOCATION: LNHC

DURATION: Regular Full-Time

CLOSES: August 18, 2026

JOB CODE:

DIVISION: Health & Human Services

DEPARTMENT: LNHC

SUPERVISOR: Budget & Contracts Manager

VACANCIES: 1

JOB SUMMARY: The purpose of this position is to provide administrative support for the Lummi Nation Health Center (LNHC) providers, managers, and staff. This position works with the Budget & Contracts Manager to perform a high volume of financial and administrative duties for LNHC staff.

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

Administrative

1. Provides administrative support for all employees of the LNHC to include supply orders and maintaining inventory of office supply room, break & meeting rooms. Includes responsibility of online ordering (Staples, Amazon, etc.)
2. Serves as point of contact between LNHC and LIBC Payroll department.
3. Assist with any ADP related questions/issues from LNHC staff. As needed, will assist with manual timecard and timesheet submissions, including scanning/copying timecards and saving on LNHC SharePoint, maintaining electronic filing system
4. Assist LNHC staff with any payroll forms and submissions.
5. Back up for being responsible for sorting and distributing incoming mail and delivering outgoing mail correspondence daily.
6. Assists with audits (AAAHC, LIBC Finance, etc.), as needed
7. Other duties as assigned

Budget

1. Prepares annual Delegation of Authority forms, obtains appropriate signatures, and submits to LIBC Finance departments, and prepares revisions to forms as needed
2. Assist with preparation of clinic budgets and adjustments within established LIBC guidelines and Title 28 Code of Law
3. Reviews data and information for accuracy and makes corrections when necessary
4. Assist with maintaining accurate records for all transactions affecting budget preparation
5. Ensures records and reports are kept safely and securely

6. Back up to produce budget status reports for LNHC managers and leadership as needed
7. Back up to monitor all clinic budgets and grants to ensure expenditures are within approved budget limits
8. Review requests for purchase of good and services and identify availability of funds

Accounts Payable

1. Assists managers in identifying and understanding LIBC procurement, HR, and other administrative policies.
2. Process requisitions for Purchase Order and check requests with purchasing non-clinical and clinical supply requests for staff and patients
3. Facilitate payment of invoices for all clinic vendors
4. Responsible for monitoring LTHCAP email inbox for correspondence and incoming invoices
5. Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements.
6. Responsible for creating and maintaining filing system for work orders, purchase orders, and invoices
7. Serves as point of contact between LNHC and LIBC Finance departments

MINIMUM QUALIFICATIONS:

- High School Diploma or GED; and
- Two (2) years of experience with accounts payable and budgets or general accounting;
- Two (2) years of experience with Accufund or similar accounting software; **OR**
- Associate degree in accounting, finance, or related field
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Experience working with Word/Windows/Excel
- Knowledge of Medical Terminology and Medical Records systems preferred.
- Ability to make sound judgment in emergency situations when confronted with distraught or emotional clients.
- Must be attentive to detail; constantly following policies and procedures.
- Communicate effectively both orally and in writing.
- Must have ability to work independently with little or no supervision.
- Must maintain strict confidentiality at all times.
- Complete HIPPA training upon hiring

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 regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.

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.