



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	Yes
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Procurement Manager

DEPARTMENT: Finance

POSITION SUMMARY: The Procurement Manager is a multi-tasking accounting position with responsibility for cost effective procurement of goods and services in compliance with Tribal adopted policies and procedures. Position will be responsible for ensuring fiscal OMB 2CFR 200 compliance, specific grant funding requirements, contract negotiations and contract management, and Tribally approved Finance Policies.

Supervised by: Chief Financial Officer

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with vendors to ensure that long-term cost-effective purchasing arrangements and credit agreements are in place and working.
- Work on identifying new vendors that the tribe can use Purchase orders with that allow Directors to procure goods/services at a more cost-effective price point.
- Serve as a point-of-contact with Vendors to ensure clear communication between the vendor and the Tribe.
- Review, approve and issue Purchase Orders daily for Programs.
- Assist Directors with negotiations of contracts to ensure all policies are strictly adhered to for compliance with OMB 2CFR200 rules, Swinomish TERO Regulations, Davis-Bacon when applicable, etc.)
- Work directly with the Legal Department to ensure that all contracts are reviewed and approved prior to issuance of any contractual agreement to ensure compliance with Tribal Policies & Procedures.
- Manage Tribal Credit cards for compliance and identify where Purchase orders and planning can be implemented to reduce the volume of transactions being generated by credit card usage.
- Develop internal training documents that assist Program Directors in understanding Tribal Procurement best practices, policies and procedures.

- Assist Programs in ordering of bulk items.
- Responsible for reviewing, ordering, managing, tracking and ensuring that all gift cards purchased on behalf of clients and Tribal Members are accounted for timely and accurately and in compliance with approval tribal policies and procedures.
- Stay up to date on industry trends and procurement methods.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelors Degree in Accounting, Business, or Finance, or related field and;
- 5 or more years of experience in accounting, procurement or similar field.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficient in Microsoft Office Programs, especially Excel.
- Proficient with 10-Key.
- Ability to work well with others. Able to interact with other teammates regarding work and willing to help those who need additional help
- High attention to detail and accuracy
- Strong understanding of the payroll process and payroll taxes.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed indoors in an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Accountant II is considered to be an exempt "standard hour" position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____