

POSITION TITLE: Budget and Procurement Clerk

DEPARTMENT: Accounting

LOCATION: Federal Building – Tahlequah

REPORTS TO: Comptroller/Treasurer

STATUS: Full-Time, Non-Exempt

PAY: BOE

EXTERNAL OPENING DATE: 11/13/2023

EXTERNAL CLOSING DATE: Until Filled

Summary of Duties and Responsibilities

The Budget and Procurement Clerk will perform a variety of different professional, technical, and administrative work in areas of financial, budgeting, and procurement reporting, coordination, planning, and analysis. The Clerk will be coordinating and monitoring annual budget processing; financial research, data collection, potential forecasting, analysis, and supporting procurement efforts of reviewing, posting material, summarizing proposal with vendors, and purchase order and maintenance.

Responsibilities Requirements

1. Must pass a background check prior to employment and every 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Proven ability, in prior positions, to exercise good judgement in stressful situations.
4. Excellent attendance record in previous positions.
5. Excellent employment references from previous positions.
6. Ability, aptitude, and willingness to work consistently in a professional manner.
7. Must maintain absolute confidentiality of sensitive information.
8. Must possess and maintain a valid Driver's license at the time of application and during employment.
9. Ability to keep legible and accurate records.
10. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
11. Conduct financial research and evaluation; analyze and make recommendations regarding suggestions/proposals for operational solutions/issues.
12. Assist with budget processing (remodifications, monitoring, carryovers, and projections based upon spending trends and timelines), process reports for departmental directors, and must be able to take initiative.
13. Prepare budget related reports summarizing details with supporting documents, materials, and convey information (cause for concern).

14. Review monthly/quarterly breakdowns for GASB (Governmental Accounting Standard Board) reports and GAAP (General Accepted Accounting Policies). Within the confines of researching vendor bids/requests within the tribal bidding process or proposals.
15. Review departmental solicitation processes. Within the processes; solicitation posts, quotes, addendums, and questions with a response summary of details. Monitors procurement practices are within compliance with tribal and state policies.
16. Assist in developing and updating budget and procurement policies and procedures, forms, programs/funds, and handling of issues (with research, evaluation, and recommendations) to better improve efficiency and effectiveness of operations and services.
17. Assist with documentation and records for all budget and procurement actions, assisting with purchasing operations with tribal, federal, state, and local rules and regulations.
18. Will maintain operational functions in the absence of the Budget and Procurement Specialist.
19. Ability to follow verbal and written instructions.
20. Ability to type forty words per minute and learn and be proficient in Microsoft Office suite and related software.
21. Ability to multi-task within job duties, while using critical thinking skills.
22. Be detail oriented and have the ability to work and build a rapport with vendors and tribal members.
23. Performs other departmental duties as assigned.

Education/Qualifications

Minimum Required

1. A high school diploma or GED and 2 years of governmental accounting experience with accounting certifications.

Preferred

1. Bachelor's degree in accounting or related field.
2. 2 years of experience with the budget and procurement field or comparable role.
3. Strong analytical and thinking abilities. Being able to synthesize data in a professional and meaningful manner.
4. Understanding contract terms and supplies.
5. Ability to prioritize and plan effectively with a high level of accuracy.
6. Bargaining knowledge and experience.
7. Ability to work independently and as part of a team.
8. Adequate knowledge of tribal accounting policies and procedures, functions, and operations.

Supervisory Responsibilities

1. None.

Physical Demands

While performing the duties of this job, the employee will have prolonged periods of sitting at a desk and working on a computer. The employee must frequently lift and/or move up to 50 pounds.

UKB and tribal preference applies.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to sthompson@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date