

POSITION TITLE: Budget and Procurement Specialist

DEPARTMENT: Accounting

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Accounting Manager/Comptroller

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL/EXTERNAL OPENING: 11/13/2023

INTERNAL/EXTERNAL CLOSING: 11/20/2023

### Summary of Duties and Responsibilities

Manage procurement activities for all departments, including agreements for professional and non-professional services, to include contracts, agreements, leases and purchasing. Develop and maintain policies leveraging GSA purchasing benefits. Provide technical support to departments by assisting in contract formation, negotiation, administration, modifications, terminations, and all phases of the procurement process. Oversight of inventory control system.

### Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 5<sup>th</sup> 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. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
4. Develop and maintain standard operating procedures to support overall inventory control
5. Develop operating procedures for contract administration and management
6. Timely and accurate fulfillment of inventory orders
7. Review lease and service agreements to ensure completeness, accuracy, and compliance with fiscal policies
8. Track procurement authority and initiate appropriate action to ensure compliance
9. Track leases related to office space and equipment
10. Establish user accounts for centralized purchasing

11. Develop and maintain procurement forms and templates
12. Prepare procurement reports and checklists
13. Research vendor pricing and obtain quotes for procurement as requested
14. Prepare Request for Proposals and Requests for Quotes
15. Monitor contracts for expiration and compliance
16. Develop and maintain fixed asset inventory and disposition system
17. Manage the disposal of property
18. Respond to unsolicited proposals as necessary
19. Other duties as assigned.

Required Specific Skills, Knowledge, and Abilities:

1. Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
2. IRS guidelines for information returns
3. Automated financial accounting systems
4. Internal control procedures
5. Tribal, Federal, and State legislative guidelines affecting financial matters
6. Best practices for cash management, budgeting, payroll, purchasing and payables
7. Grant compliance and reporting
8. Effective supervisory practices
9. Establishing effective working relationships with diverse groups and individuals
10. Communicating effectively both verbally and in writing
11. Problem solving and effective financial analysis
12. Computer skills, including Excel, Word, and various finance systems
13. Interpreting administrative guidelines and applying them to the work situation
14. Organizing multiple tasks and priorities, effective delegation, and time management

**Education and Experience:**

1. Bachelor's degree in Accounting or related field
2. Two years professional procurement specialist experience
3. One-year governmental fund accounting experience

**Physical Requirements**

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 15 pounds at times.

**Supervisory Responsibilities:** None

**UKB and Tribal preference applies.**

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](mailto:sthompson@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://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.

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Applicant Signature

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Date