

# Sauk-Suiattle Indian Tribe

## Job Description

Job Title: Procurement Agent  
Department: Finance  
Reports To: CFO  
Status: Hourly  
Approved By: Ronda Metcalf, General Manager

OPEN 8/17/2018 Close 8/31/18 then until filled

**Summary:** This position provides assistance to program managers in the ordering of goods and services and the request for proposals. This position works closely with both the Grants and Contracts Manager and Accounts Payable to ensure that goods and services purchased meet grant requirements and are properly documented.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Work with program Directors/Managers in adherence to procurement policy

Work with Grants and Contracts Manager to verify purchase requests meet grant guidelines

Place orders for goods/services. Verify goods/services received meet requirements of department placing the orders. Reconcile invoicing for goods/services to purchase orders.

Coding of purchase orders

Development of RFPs for bids for goods and services

Work with program Directors/Managers in selection of vendors in response to RFPs

Maintain records in relation to contracts obtained through RFPs

Develop and Maintain "approved vendor" lists and make recommendations for program Directors/Managers use when making "small purchases"

Assist with Accounts Payable and Travel as needed

Assist with annual Audit

Maintain Inventory

Other duties as assigned.

### **Education and Experience**

Bachelor's degree (BS) in Business or Accounting, AND 1 to 2 year(s) experience in purchasing or procurement; or four to six years related experience and/or training.

### **Mathematical skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

### **Computer Skills**

To perform this job successfully, and individual should have knowledge of MIP Accounting software; Payroll systems, and Word Processing software.

### **Certificates, Licenses, Registrations**

Current Washington State driver's license; First Aid/CPR certification. Meet Tribal insurance eligibility requirements for operating Tribal vehicles.

**Physical Demands/Work Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Culturally Sensitive:** All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

**Drug Free Workplace:** Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

**Background Check:** All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

*This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.*

NATIVE AMERICAN PREFERENCE APPLIES