

BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

Job Title: Procurement Clerk
Department: Accounting
Hourly Rate: Negotiable (DOQ) **Full Time:** 40Hrs/Week
Exempt: No/Hourly
Supervisor: Accounting Manager

Posting Date: In-House

Opens: September 17, 2021

Closes: September 23, 2021, at 4:30 pm

Posting Date: Public

Opens: September 23, 2021

Closes: Open Until Filled



Summary: The Procurement Clerk will ensure all purchases, within the Tribal organization, follow the policies and procedures requirements as specified by the Accounting Policies and Procedures Manual; and as required and by the Accounting Manager.

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

- Assist in the establishment and implementation of the Procurement Department.
- Assist in the strengthening of existing written procurement policies and procedures.
- Develop, maintain and continuously update the following listings: Minority/Women-Owned Businesses, Tribal Approved, Vendor, State Approved Vendor (Enterprise), Bad/Questionable Vendor, Listing of Excluded Parties (per Grant.gov), Listing of Services Available by Tribal Members on Reservation.
- Consolidate the purchases of goods and services to obtain the best possible price for the organization.
- Negotiate with vendors and suppliers to obtain the best possible price for the goods and services being solicited.
- Review encumbrances (purchase orders) for accuracy, specification, and terminology; review requisitions when implemented into the system.
- Confirm availability of funds, via a computer Accounting system, to validate encumbrance approval.
- Enter necessary purchase order information into the Accounting system to facilitate the purchase; requisition when implemented.
- Ensure all required documentation is received for approving the purchase and prepare the order for the approval of the financial obligation by one of the designated Tribal Officials.
- Enter documents into the electronic filing system.
- Provide oversight over the bidding process; including the request for proposal, collection of bid submission, the opening of bids, determination on the best bid proposal, and the acknowledgment of bid acceptance or denial.
- Prepare, maintain and review purchasing files, track the status of requisition, contracts including change orders amendments and modifications; maintain an electronic filing system for these items.
- Maintain an electronic discrepancy log for purchase order violations.
- Maintain an electronic log of gift card reconciliations.
- Establish centralized files, electronic and hard copy, of all vendor contracts, agreements, and other pertinent data.
- Monitor contractor performance.
- Respond to customer and supplier inquires.
- Provide procurement assistance and guidance to programs and departments throughout the organization.
- Maintain, and continuously update, procurement policies and procedures under the supervision and guidance of the Accounting Manager.

- Compile, update and disseminate a monthly listing of the equipment and supplies available through the General Services Administration (GSA) and other governmental and private, surplus, and bulk-purchasing sources.
- Inform the Fixed Asset / Property Clerk of all fixed asset purchases and ensure all necessary Fixed Asset acquisition information is updated and properly accounted for.
- Maintain, and continuously update, a W-9 file, to ensure that the organization complies with federal tax requirements.
- Ensure all required vendor information is in the Accounting System, including address, telephone and facsimile numbers, e-mail addresses, terms, due dates, Taxpayer Identification Number, contracts, status, and other information.
- Collect, monitor, and maintain contract compliance with Davis Bacon requirements.
- Calculate, monitor, and collect TERO revenues associated with construction contracts.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required:

- High School Diploma or its equivalence.
- Must possess two (2) or more years of experience in the accounting or procurement field required.
- Must possess a basic knowledge of both accounting and administrative functions.

Other Skills and Abilities:

Required:

- This is a required driver position.
- Must possess a valid Wisconsin driver's license and meet eligibility for tribal insurance.
- Must be able to be bondable under the tribe's insurance carrier.
- Must be able to perform assigned duties independently and with limited oversight.
- Must have basic knowledge of office equipment, including facsimile machines, scanning units, and other essential equipment necessary to perform daily administrative functions.
- Must possess knowledge of word and spreadsheet applications and other essential office applications.
- Must possess good computer skills, including Data entry, ability to access and retrieve data.

Background Check:

- This position is contingent on the required ability to pass a Bad River background check.
- This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

Language Skills:

- Must possess strong oral and written communication.
- Must be able to communicate effectively with supervisor and coworkers.

Reasoning Ability:

- Must possess good decision-making management, interpersonal, and interpretation skills.

Physical Demands: The physical demands described here are representative of those that must meet 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. Must be physically able to perform all job duties. Sedentary work with some standing and walking required. Occasional lifting up to 25lbs.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level may be moderate.

Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov