

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator II (Travel/Mail)

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$15.38 to \$18.09/DOQ	SHIFT: 8:00 to 5:00
PROGRAM: Finance	LOCATION: Bldg. 19
REPORTS TO: Contract Specialist	

SUMMARY: Provide a wide variety of travel management and mail activities in support of the tribe, enterprises, and clinic. Work follows accounting, mail management and travel policies with minimal supervision while performing the following duties.

ESSENTIAL DUTES AND RESPONSILIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for making all flight arrangements with the tribal travel agent for tribal, enterprise and clinic employees including but not limited to scheduling, purchase of airline tickets, reconciliation of travel card billing and processing for payment.

Responsible for reserving and paying for the lodging needs for tribal, enterprise and clinic employees. Assisting employees with other travel arrangements including, transportation, per diem, registration, and other costs to ensure timely and accurate travel.

Review and approve all travel vouchers and travel closeouts to ensure accuracy. Request and collect receipts as needed to comply with travel policy.

Responsible for ensuring that traveler receive their travel advances and initiating travel closeout procedures. Notifies travelers of any payments due or credits to be paid. Collects payments, or issues a payroll deduction of un-collected amount to payroll.

Responsible for the credit card reconciliations for both credit cards which include lodging, registrations, air fare and other miscellaneous travel cost. Reconciles monthly credit card statement to request, codes, includes backup and forwards check requests for payment.

Responsible for insuring travelers maintain adequate proof of insurance. Maintain a listing, expiration dates and request updates.

Revised 4/19/06
Revised 10/27/14
Reclass 12/21/15
Revised 02/17/19
Revised 10/08/21

Maintain an access data base for incoming and outgoing documents, such as, check requests, travel vouchers, and processed checks for organization to ensure proper receipt and distribution to correct departments. Collects and enters all incoming account payments for the tribe, enterprise, and clinic. Responsible for delivering payments to the assigned Accountant for processing.

Perform all mail duties such as mail pick-up and delivery, both internally and externally, within established timeframe. Determine, affixing and recording postage for all mailing; bulk, certified, overnight, priority, first class. Place orders for delivery companies to initiate pickup for Federal Express, etc. Ensures postage is available on postal machine.

Responsible for Finance records management including proper assembly, arrangement, inventory, and disposal. Assist with records assembly during annual audit including but not limited to copying, scanning, and refileing of documents. File and copy a variety of daily correspondence and documents. This includes, but is not limited to accounts payable documents, journal entries, cash receipts, financial reports and contracts. Serves as the designated ASD staff member for Laserfische.

Schedules and initiates the contract with the records shredding company for quarterly shredding services for the organization. Responsible for maintaining the inventory of containers, locations, retention schedules and disposals request.

Assist with the annual capital assets inventory including but not limited to tagging, disposal requests and recordkeeping.

Provide back up for the Accountant (A/R/RUP) position as needed.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Must have one year of related experience or training.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instruction and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of community members, and employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interests, percentages, area, and volume.

REASONING ABILITY:

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Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington state drivers license and insurable. Will be required to drive a Tribal GSA vehicle to perform job duties. If so a driving history/background check will be conducted.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Must have working knowledge of computers and their related software applications such as access, excel or word.

Ability to establish and maintain effective working relationships with employees, supervisors, officials, and the public.

Knowledge of fundamental record-keeping principles and procedures.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Ability to prioritize assignments and work independently with little supervision.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS

Must have a reliable vehicle to pick up and deliver mail if GSA vehicle is not available.

Immunization Requirements: Must be fully immunized against COVID-19 and provide official documented proof of vaccination prior to employment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

**Makah Tribal Council
Human Resources
P.O. Box 115, Bldg 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com**

**OPEN: November 3, 2021
CLOSE: November 17, 2021**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.