



MUCKLESHOOT INDIAN TRIBE CLASS SPECIFICATION



The Muckleshoot Tribe is an Equal Opportunity Employer but does practice Indian Preference hiring in accordance with Public Law 93-638, the Indian Self Determination and Education Act. Per MIT Policies, employees must pass a pre-employment Alcohol and Drug test and be free of drugs and alcohol.

JOB TITLE: INVENTORY SPECIALIST

LICENSES OR CERTIFICATIONS REQUIRED: A valid Washington State driver's license is required at time of appointment or at a time set by the Tribe.

RANGE: \$23.195 per hour **STATUS:**

UTCPS SYSTEM TITLE:

POSITION REPORTS TO: FINANCE DIRECTOR

JOB SUMMARY: Under supervision of the Finance Director, performs routine clerical, accounting and administrative work including basic coding of financial and accounting information in inventory, accounts payable, accounts receivable, billing and cashiering.

MAJOR TASKS AND RESPONSIBILITIES:

1. Provides specialized and/or technical information that requires moderate interpretation of established policies, procedures and guidelines to internal and/or external customers/vendors. Some incumbents may have to deal with sensitive and/or potentially volatile situations.
2. Compiles data that may require information searches through files, contracts, records, or computer files.
3. Performs basic numerical calculations involving inventory, accounts payable, accounts receivable, cashiering, reconciliation of accounts, monitoring of routine expenditures, and/or other applications.
4. Performs basic coding of financial and accounting information.
5. Establishes, maintains, modifies, retrieves and tracks financial and accounting information using a variety of methods.
6. Prepares state, federal, and Tribal reports.
7. Enters, obtains and/or verifies financial and accounting information following established methods and guidelines.
8. Provides technical assistance to customers and vendors with regard to appropriate and applicable policies, regulations, contracts and laws.
9. Maintains inventory integrity through cycle counts and random counts of inventory items, verifying receiving and pricing in system and maintaining UPC/scan codes. Research inventory discrepancies.
10. Maintains inventory system accuracy and integrity. Sets up new items and item conversions in system and make updates/corrections as needed. Verifies pricing of inventory items is correct based on mark-up guidelines.
11. Serves in interim capacity for various staff positions as required.
12. Processes documents that may require attaching related correspondence or information; selects mail to handle personally where the response requires specialized knowledge of the assigned function; identifies priority and/or time-sensitive matters; and maintains security and confidentiality.
13. May compose, draft, type and/or word process, proofread and edit documents, contracts and/or correspondence.
14. Conducts orientation and/or trains co-workers.

15. May provide administrative support as required.

OTHER DUTIES

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.

EXTENT OF JOB AUTHORITY:

NUMBER OF INITIAL DIRECT REPORTS:	NONE
NUMBER OF INITIAL INDIRECT REPORTS:	NONE
SCOPE OF MANAGEMENT AUTHORITY:	NONE
HIRING DECISIONS:	No
DISCIPLINARY ACTIONS:	No
TERMINATION DECISIONS:	No

EDUCATION, EXPERIENCE AND TRAINING FOR POSITION (required and preferred):

Graduation from a high school or equivalent with specialized course work in general office practices and supplemented by college level courses in accounting, and minimum two (2) years of inventory experience.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

Knowledge: General office principles and practices; Software applications relative to the position assignment; Proper English grammar, usage and spelling; automated financial accounting systems and computers; word processing and spreadsheet applications; Basic accounting and mathematics; and Inventory Control.

Skills: Communicating effectively orally and in writing; establishing effective working relationships with diverse groups and individuals; effective problem-solving; effective customer service — in person and via telephone; using 10-key machine by touch; Numerical analysis; the operation of a variety of office equipment, such as personal computer, fax machine and copier; following oral and written instructions; adapting to frequent interruptions and changes in workload demand; maintaining the confidentiality of sensitive matters; following through on assignments; acquiring knowledge of specialized terminology relevant to position assignment; taking initiative; and conducting research for a specific work assignment.

PHYSICAL REQUIREMENTS:

Continuously uses vision. Frequently sits for long periods of time. Frequently talks and listens. Manual dexterity for computer work and routine paperwork. Occasionally walks and reaches with hands and arms. Occasionally lifts up to 25 lbs.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Muckleshoot Indian Tribe apply to all employees. Employees in this classification are considered non-exempt.

APPLICATION INSTRUCTIONS

- Request an **Application Packet** by calling **(253) 833-5160** or e-mail to **hr@muckleshoot.nsn.us**
- Include a **cover letter** identifying why you feel you are qualified for this position.
- Return completed application packet to MIT by 5:00 pm. on March 25, 2019.

Human Resources
Muckleshoot Indian Tribe
2115 Auburn Way SO. Auburn, WA 98002
Fax: (253) 833-3627

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Muckleshoot Indian Tribe apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening and criminal history background investigation.