



## The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436  
Chiloquin, Oregon 97624

Phone: (541) 783-2219

HR Fax: (541) 783-2836

OPEN: 04/08/24

CLOSE: until filled

EXEMPT   
NON-EXEMPT

### POSITION DESCRIPTION

**POSITION:** PURCHASING SPECIALIST

**RESPONSIBLE TO:** Fiscal Comptroller

**SALARY:** Step Range: 15-34 Full Benefits  
Salary Range: \$41,687- \$73,098  
Hourly Range: \$20.04- \$35.14

**CLASSIFICATION:** Non-Management, Regular Full-Time, Regular

**LOCATION:** The Klamath Tribes  
501 Chiloquin Blvd.  
Chiloquin, OR 97624

**BACKGROUND:** Comprehensive Employment & Credit Report

### POSITION OBJECTIVES

The Purchasing Specialist prepares purchasing documents for the payment of goods and services by Accounts Payable, maintains the active and inactive filing and record system of purchasing documents and related materials, and resolves vendor and department issues regarding purchase orders. This position requires someone who can work independently with minimal supervision to ensure timely, accurate and efficient work flow in accordance with policies and standards. Position demands excellent customer service skills and is also responsible for processing small purchase requisitions as assigned.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for adhering to the Procurement Policy, according to established standards and guidelines for the procurement of supplies, equipment, construction and services for the Klamath Tribes.

2. Coordinate purchasing procedures for goods and services, ensuring that standard practices are followed for preparing Purchase Orders and processing invoices for payment.
3. Responsible for reviewing all requests for purchases to ensure Encumbrance procedures are being followed according to established guidelines, that proper receiving information is attached and appropriate department approval is in place. Verify accuracy of purchase orders and requisitions.
4. Assist with reviewing and/or receiving sealed bid packages, written quotes and proposals.
5. Process purchase requisitions for supplies for administration, conduct price comparisons between vendors to ensure best pricing and quality of product.
6. Provide assistance to departments on encumbrance detail, including detailed reports and balances.
7. Responsible for petty cash disbursement and reconciliation and maintaining detailed records to document the history of the petty cash account.
8. Review and distribute invoices for goods and services received by the Tribes to the originating department.
9. Responsible for reconciling vendor statements to purchase orders and invoices by department and resolving issues and errors, to ensure correct and timely payments by the Tribes.
10. Provide back-up assistance to Travel Clerk position during absences.
11. Render assistance to the Fiscal Comptroller and Chief Finance Officer, as needed or in their absence.
12. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

### **SUPERVISORY CONTROLS**

Work is performed under the direct supervision of the Fiscal Comptroller. Assignments are completed according to established procedures, using set standards. New assignments are

provided in detail, as well as changes in current procedures. Major or new issues are referred to supervisor for clarification.

Supervisor will provide general instructions on policy and/or procedure changes and reporting requirements and will set overall objectives and priorities. Employee will perform daily assignments independently, resolving normal questions and problems according to established procedures and past experience and precedent. Unusual, new or complex assignments are discussed with the supervisor.

### **KNOWLEDGE, SKILLS, ABILITIES**

Basic accounting knowledge required to understand the relationship between items in the chart of accounts to the proper funding codes, and to maintain encumbrance reports by program and appropriation for computing payments.

Knowledge/understanding of procurement methods for micro-purchases; small purchases; competitive sealed bids; or blanket purchase orders.

Must be detail oriented.

Use of initiative in questioning unusual actions or in obtaining information to support or verify questionable actions or purchases.

Possess knowledge of accounting procedures and operations relevant for reviewing invoices and vouchers, grant & contract financial requirements.

Ability to communicate well with individuals in both written and oral form.

Excellent clerical skills, such as typing, filing, keyboard & 10-key skills

Knowledge/skill in using computers, Microsoft Word, Excel and MIP fund accounting.

Ability to work and accomplish tasks in accordance with established policies, procedures, practices and priorities of the Finance Office.

Skill and ability to organize, plan and prioritize workload.

Knowledge of records management.

Excellent organizational and communication skills to deal with vendors and program department staff and managers.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a High School Diploma or Equivalent. *(Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have a minimum of two years of training and/or experience in an accounting field. An Associate Degree in Accounting may be substituted for specialized experience.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel, Accounting systems and work in a networked environment.
- **REQUIRED** to have demonstrated ability to acquire and apply knowledge of established accounting procedures and techniques in the performance of accounting functions.
- **REQUIRED** to have documented knowledge of the encumbrance method in purchasing and reporting.
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **Preferred Qualifications:**

- Work related experience in governmental or tribal accounting systems, preferred.
- Experience with use of computers in accounting and in spreadsheet and database applications, Microsoft Word, Excel and MIP fund accounting, preferred.

## **INDIAN PREFERENCE**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE**

Submit The Klamath Tribes *Application for Employment* with all requirements and supporting documentation to:

**The Klamath Tribes  
ATTN: Human Resource  
P.O. Box 436  
Chiloquin, OR 97624**

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

<b>EMPLOYEE ACKNOWLEDGEMENT:</b>	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
<b>Employee (printed name)</b>	<b>Employee (signature)</b>