

JOB OPENING ANNOUNCEMENT

Job Title: Purchasing Coordinator

Report To: Finance Director

Department: Finance

Job Vacancy: YAN-22-002

Status: Full-Time; Non-Exempt

Starting Wage: DOE

Opening Date: 01/10/2022

Closing Date: 01/21/2022

POSITION DESCRIPTION:

Performs and coordinates activities related to purchasing and distributing materials, equipment, and supplies for the Tribal Government.

QUALIFICATIONS:

- High School Diploma or GED equivalent, prefer bachelor's degree from a four (4) year college or university.
- Must have minimum of two (2) years related purchasing experience and/or combination of education, experience and training to equal two (2) years.
- Must be self-directed and able to work independently with minimal supervision or direction.
- Knowledge of and experience with of Purchasing/Accounting Software; Internet Software; Inventory Software; order processing systems and Spreadsheet Software.
- Ability to read, analyzes, and interprets general business protocols and governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Individual must be able to perform each essential duty satisfactory.
- Ability to maintain a positive and effective working relationship with Tribal employees, management, Council and vendors.
- Demonstrated excellent internal and external customer service skills.
- Must maintain complete confidentiality of all information relating to the Nations financial records.
- Evidence of continuing education to maintain any required knowledge and skills.
- Must have a valid Arizona Driver License and insurable with the Yavapai-Apache Nation's insurance policy and maintain insurable throughout duration of employment.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, directs, and controls activities related to the procurement function.
- Reviews and approves requisitions, ensuring account codes are accurate, capital expenditures were budgeted and that YAN purchasing policy was followed.
- Maintain, support and is responsible for the purchasing or acquisitions of YAN utilizing the finance MIP requisition module to include entering requisitions in the purchasing program as needed.
- Streamline and automate the purchasing process of goods and services, including capital items via development of a centralized purchasing via purchase orders.
- Work closely with accounts payable to ensure internal controls over uses and expenditures of unrestricted and restricted funds, proper accounting codes, and segregation of duties.
- Supports MIP requisition users and departments. Assists departments and employees with purchasing related issues and resolves problems.
- Prepares instructions regarding purchasing systems and procedures.
- Monitors prepayments to vendors, ensuring goods or services were received. Reconciles contract payments on purchase orders monthly, quarterly and/or annually.
- Maintains vendor information and contracts including excluded provider checks and reporting.
- Develops a system to evaluate vendor quotations that utilizes appropriate negotiation and purchasing techniques to ensure quality, price, delivery, and service.
- Designs, implements, manages, and monitors procurement reporting systems to meet Tribal requirements.
- Performs other duties as assigned by Finance Director.

Physical Requirements

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**

