

# MESKWAKI SETTLEMENT SCHOOL

## Job Description

**TITLE:** Procurement Specialist

### **DUTIES & RESPONSIBILITIES:**

- Responsible for coordinating and administering the purchasing procedures in accordance with the purchasing & procurement policies of the Sac & Fox Tribe and applicable federal and state regulations in accordance with the OMB Circular.
- Performs, coordinates and supervises buying, expediting, and delivering supplies and services necessary for the proper operations for the Meskwaki Settlement School.
- Performs clerical accounting work requiring working knowledge of standard bookkeeping procedures.
- Review and process all requisitions/purchase orders for MSS, as requested.
- Obtain bids according to specifications for purchases in accordance with governing policies, prepare the required documentation and submit for approval.
- Serve as point of contact for vendors and suppliers who are seeking to establish a business relationship with the School.
- Make copies, prepare checks for mailing to programs, mail checks, and file all requests for annual audit.
- Receive and inspect equipment and office supply deliveries, resolve any problems with the vendor or supplier and ensure fixed assets are updated in Microix.
- Assist School staff with purchasing process and respond to inquiries within area of responsibilities.
- Prepare and submit weekly accounts payable requests for payment.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Bachelor's Degree in Business Administration, Accounting, or closely related field at a minimum, Master's Degree preferred.
- At least three (3) years of experience in tribal programs or business in a school setting.
- Must possess valid driver license and have a good driving record.
- Prefer experience with Microsoft Office Suite
- Prefer front line customer service skills/experience.
- Prefer customer accounting application experience (e.g. Microix)

### **SUPERVISION:**

- Will be under the direct supervision of the Superintendent.

### **SALARY LEVEL:**

- Annual: (\$45,136.00-\$70,678.00)

Revised: 06/15/2016