



PROCUREMENT TECHNICIAN
HOPI TRIBE PANDEMIC RECOVERY COMMITTEE

REPORTS TO: HTPRC PROJECT COORDINATOR
SALARY RANGE: 40
FLSA Status: NON-EXEMPT
VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

This position is responsible for maintaining the purchase order system, processing of requests to procure goods and services in support of the Hopi Tribe Pandemic Recovery Committee. The incumbent performs duties of moderate difficulty requiring knowledge and skills in procurement standards, basic accounting methods/techniques, processing data in accordance with applicable tribal, local, state and federal regulations, policies, and procedures.

The work/duties involves accuracy and use of consistent methods to process data. Daily processing of data/information into the accounting software system is highly critical to avoid backlog and long turnaround times to procure goods and services for all tribal programs and offices. Any and all decisions regarding work load, or course of action chosen must comply with established policies, procedures and standards for purchase order generation.

The incumbent reports to the HTPRC Project Coordinator under the day-to-day supervision of the Procurement Supervisor. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The work methods or advice on source materials. The incumbent uses initiative in carrying out recurring assignments independently without specific instruction, referring deviations, problems situations to the supervisor for assistance.

Contacts are with vendors, employees within/outside the immediate work area, supervisor, departments/programs, villages utilizing the Tribe's accounting system, couriers, and the general public. The purpose of these contacts is the exchange factual information, provide assistance, coordinate work efforts, and establish a network of resources. The work is mostly sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines, equipment and desk and mobile computers. The work involves some physical exertion such as bending, stooping, lifting and hauling objects in excess of ten (10) pounds. Travel on and off the reservation is required.

ESSENTIAL FUNCTIONS

(This is not a comprehensive listing of all duties. This listing is ILLUSTRATIVE ONLY and not intended to be all inclusive or restrictive.)

- 1) Reviews requisitions and supporting documents for accuracy of information for compliance with established policies and regulations; verifies vendors contact information, correct price quotes as necessary, email/mail purchase orders; enter data to generate purchase orders using current accounting software on a daily basis.
- 2) Liaise with appropriate personnel to provide assistance regarding the information received for the procurement of goods and services; and establish records of vendor relationships for the Hopi Tribe as well as maintain a consistent process flow of documents.
- 3) Assists with verifying vendor records established in the accounting system and request for pertinent information such as a W9 to update vendor records in the accounting software. Ensures Suspension and Debarment checks are made and files kept of information obtained.
- 4) Assists in maintaining shared files/logs for all requisitions received for processing. Use Excel proficiently to manage logs and files to assist with monthly reconciliation of records for reporting purposes.
- 5) Assists in conducting annual physical inventories and perform data entry for inventories as needed.
- 6) Coordinates the distribution of all purchase order sets to the appropriate sections within OFM and to programs. Email and/or mail purchase orders to vendors and follow up on those orders not processed and track information as needed.
- 7) Maintains chronological files and file management for open and completed purchases orders kept. Place all receiving reports with corresponding purchase orders. Close all files at the end of the year and communicating problems/issues

on orders not complete or received, with the appropriate staff. Files and logs must match and periodical reviews of records must be done to ensure all information kept is in place and in order. Incumbent will assist the HTPRC Coordinator and Procurement Supervisor to create and manage a file plan/schedule of current and prior year's records for storage and disposition. Retrieves records for auditors and places notes on those requested by the auditing firm.

- 8) Provides clerical duties and assignments as needed for the HTPRC.
- 9) Performs other duties as assigned or authorized to achieve Tribal/Program/Office goals and objectives.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the Hopi Tribal Government, its policies and functions.
- Knowledge of clerical, purchasing, requisitioning and basic accounting/bookkeeping methods, practices and procedures.
- Knowledge of computer operations/networks, automated/manual records management systems and procedures.
- Knowledge of good customer service principles, practices, and quality standards.
- Good verbal and written communication skills to prepare correspondents, reports and email communications and provide/receive instructions.
- Proficient skill in operating basic office equipment, machines, personal computers, accounting software, shared networks files.
- Ability to communicate with other employees, vendors, clients, customers and the public in a group or individual setting.
- Ability to organize, prioritize and perform multiple tasks in an orderly and efficient manner.
- Ability to meet deadline(s) and able to work under pressure.
- Ability to work independently, exercise sound judgment and professional in carrying out assigned job functions.
- Ability to maintain strict confidentiality of records and information.
- Ability to establish and maintain professional working relationships with others.

MINIMUM QUALIFICATIONS

Education: High School Diploma or GED and a minimum of six (6) credit hours in business administration courses from an accredited college or university;

AND

Experience: Two (2) years work experience performing procurement operations and accounting technician duties;

OR

Equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties.

NECESSARY REQUIREMENTS

- 1) Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.