



**RECEIVING WAREHOUSE WORKER  
OFFICE OF FINANCIAL MANAGEMENT**

**REPORTS TO: PROCUREMENT SUPERVISOR  
SALARY RANGE: 30  
FLSA Status: NON-EXEMPT  
VALID DRIVER'S LICENSE REQUIRED**

**INTRODUCTION**

This position consists of performing routine phases of property management of central stores and maintaining operation of the Receiving Section. Contacts are with employees at all levels, outside vendors and other agencies; providing and receiving information and assist with following procedures to obtain services. Work is performed in a standard office/supply warehouse environment. The work involves moderate risks in lifting heavy objects. Minimum 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) Receives and inspects all supplies, materials and equipment purchased by the Tribe and enter data into the computer.
- 2) Process receiving reports to the Accounts Payable section to effect payments on all purchase orders.
- 3) Maintain stock control records of supply items and replenish to assure availability of stock.
- 4) Follow-up all back orders to determine status and action to be taken.
- 5) Issue stock supply to department, offices and entities of the Hopi Tribe. Using AccuFund to record and verify inventory items, cost and receipt of all items.
- 6) Compile and maintain records to account for all items issued, transferred, destroyed and stock balance available.
- 7) Expedite completed requisitions and purchase orders to Accounts Payable section.
- 8) Maintain records of purchases, receiving and payment of all transactions using the receivable account assigned to Central Stores. Use AccuFund to manage bills and inventory items.
- 9) Manage pending and completed/signed purchased orders numerically by department; complete return notice form; and prepares report for submission of receiving reports for payments processing on a daily basis.
- 10) Stock and organize supplies for easy access.
- 11) Provides assistance to Property Management and OIT to help tag and prepare asset cards for property received as a way to assist with the annual inventory.
- 12) Performs other related duties as assigned to meet Tribal/Program goals and objectives.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Working knowledge of supply control procedures and warehousing
- Working knowledge of purchasing and requisitioning methods, practices and procedures, and record/tracking system as required by position
- Knowledge of records management and practices
- Skill in written and verbal communications

- Ability to operate modern office equipment/machines and applicable computer and accounting (AccuFund) software
- Ability to work independently, select appropriate procedures and methods to accomplish work
- Ability to detect malfunctions and determine steps necessary to put equipment in operating condition
- Ability to maintain an accurate inventory of supplies and conduct annual physical inventory
- Ability to establish and maintain effective working relationships with employees, vendors, etc.

**MINIMUM QUALIFICATIONS**

Education: Two (2) years post high school with emphasis in Business Administration;

AND

Experience: Two (2) years work experience in supply and warehousing;

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.
- 7) Must be in good physical condition to lift objects over 50 pounds.
- 8) Must have experience with forklift operation and maintenance.

*PD Developed: 05/16/2023*