



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1  
Morton, MN 56270

*Cansayapi Otunwe*

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UPDATED 10/2022

## JOB DESCRIPTION

**JOB TITLE:** Purchasing & Inventory Specialist  
**DEPARTMENT:** Finance  
**REPORTS TO:** Finance Director  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** Based on Experience

### SUMMARY:

Under the supervision of the Finance Director, Purchasing & Inventory Specialist will assist with the purchasing and inventory functions for Lower Sioux.

### EDUCATION:

- Required:
  - Bachelor's Degree (or higher) in accounting or related field,
- OR
  - Associate Degree in accounting or related field, AND
  - At least one (1) year of recent and successful employment experience within an office administration environment, preferably with purchasing / inventory duties
- OR
  - High School Diploma / GED, AND
  - At least three (3) years of recent and successful employment experience within an office administration environment, preferably with purchasing / inventory duties.

### EXPERIENCE:

The Purchasing & Inventory Specialist will maintain a professional appearance, attitude, and working environment of Lower Sioux, its employees, and its citizens. All work shall follow LSIC and applicable State and Federal laws. Previous experience shall include:

- Microsoft Office, including proficiency in Excel.
- Previous finance, accounting, or inventory experience.
- Working in indigenous and tribal communities and knowledge of Dakota best practices

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the purchase of goods and services in accordance with policies and procedures with all departments
- Research and analyze a variety of goods and services

- Assist in budgeting and monitoring expenses associated with purchasing of goods and services
- Review and Implementation of applicable Internal Controls, Processes, and Procedures
- Document and Assess existing Processes and Procedures
- Provide recommendations to improve and update Internal Controls, Processes, and Procedures
- Implement Improvements in procurement/purchasing policy
- Record and maintain Inventory and Asset records
- Regular communications with Department Managers related to purchasing and assets
- Assist with annual year-end external audit
- Other duties as assigned

**SKILLS KNOWLEDGE AND ATTRIBUTES:**

- Organizational skills, such as Time Management, Communication (verbal and written), Attention to detail, Prioritization, Problem solving, etc.
- Excellent computer skills, including, Microsoft products.
- Ability to maintain strict standards of confidentiality.
- Ability to switch between tasks easily
- Sensitive to Native American Culture
- Dependable
- Ethical

**PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is regularly required to talk and hear clearly, both in person and on the telephone. The employee frequently is required to sit for long periods of time, stand and walk around offices. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**DISCLAIMER:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_