



# COLVILLE INDIAN HOUSING AUTHORITY

P.O. BOX 528 • Nespelem, WA 99155

509.634.2160 (f) 509.634.2335

Washington Relay No. for Hearing Impaired 1.800.833.6388

## JOB ANNOUNCEMENT

**POSITION:** Inventory/Fixed Asset Specialist  
**SALARY:** Minimum Salary \$18.00 - \$20.00 (DOE)  
**REPORTS TO:** Capital Improvements Manager  
**LOCATION:** Colville Indian Housing Authority, Nespelam, Washington

**BASIC FUNCTIONS:** The Inventory/Fixed Asset Specialist is responsible for coordinating and monitoring the procurement of inventory items and vehicles/equipment (fixed assets) for the Colville Indian Housing Authority (CIHA) in accordance and compliance with applicable policies, federal and tribal laws. This position assists the Capital Improvements Manager in the preparation and completion of needed purchase orders, draft contracts, vendor information, applicable bids, and sole source or other documentation as needed. Position maintains inventory system by receiving and issuing property items, assigning property numbers, maintaining inventory and property records of purchases and disbursements, performs scheduled inventory counts, and disposing of obsolete items. Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Two years of education in Business Administration or related field plus three years of experience in an Administrative or Purchasing/Procurement/Inventory related field OR five years of Administrative or Purchasing/Procurement/Inventory experience with high school diploma or GED.

**SPECIAL REQUIREMENTS:** Must possess a valid Washington State Driver's License and be eligible for vehicle insurance. Must be able to drive in adverse weather conditions. Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull. Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screen.

**CLOSING DATE:** Open until filled – Second review January 6, 2017

Applications and supporting documents **MUST** be received by Friday, January 6, 2017 by 3:00pm

**INFORMATION:** Colville Indian Housing Authority  
Attention: Tauni Marchand  
P.O. Box 528  
Nespelem, WA 99155  
(509) 634-2160  
[tauni.marchand@colvilletribes.com](mailto:tauni.marchand@colvilletribes.com)

For a copy of the full job description and application please visit:  
<https://www.colvilletribes.com/indian-housing-authority/>

Indian Preference will apply; preference will also be given to honorable discharged veterans who are minimally qualified. Advertised 12/16/2016



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## JOB DESCRIPTION

**POSITION:** Inventory/Fixed Asset Specialist

**PURPOSE OF POSITION:** Responsible for the inventory/fixed asset procurement, disbursement, and record keeping in accordance with appropriate laws and CIHA policy. Maintains proper inventory levels to maximize productivity. Controls access and availability of inventory/fixed assets.

**REPORTS TO:** Capital Improvements Manager

**SUPERVISES:** None

**STATUS:** Non-Exempt

### **DUTIES AND RESPONSIBILITIES:**

The Inventory/Fixed Asset Specialist is responsible for coordinating and monitoring the procurement of inventory items and vehicles/equipment (fixed assets) for the Colville Indian Housing Authority (CIHA) in accordance and compliance with applicable policies, federal and tribal laws. This position assists the Capital Improvements Manager in the preparation and completion of needed purchase requisitions, draft contracts, vendor information, applicable bids, and sole source or other documentation as needed. Position maintains inventory system by receiving and issuing property items, assigning property numbers, maintaining inventory and property records of purchases and disbursements, performs scheduled inventory counts, disposing of obsolete items and other duties as assigned. Specific duties include, but **are not** limited to:

Recommend and implement improvements to procurement procedures and internal controls to maximize efficiencies, protect the assets of CIHA, and maintain compliance with applicable regulations. Responsible for enforcing the established procurement policy of CIHA.

Prepare purchase requisitions for processing based on purchasing needs for CIHA departments. Check for accuracy of amounts, charges to proper fund/accounts and obtain proper approvals. Make sure that transactions are reasonable and appropriate and allowable expenses for CIHA.

Submit purchase orders or requisitions to appropriate vendors as authorization for approved spending. Review purchase orders and requisitions **prior** to purchases being made and ensure that all purchase transactions have the appropriate documentation.

Provide finance department with vendor updates and assist with vendor documentation, including W-9, as appropriate. Evaluate vendor performance for future CIHA needs. Maintain vendor master file via computer system.

Provide finance with proper support documentation for vendor payments as received. Support documentation includes proper invoice documentation, matching amounts to purchase orders/contracts, processing any change orders or purchase order revisions before payment, notice of

receipt of goods, and proper approvals.

Works with maintenance and other CIHA staff to cost effectively obtain materials and goods needed for CIHA operations utilizing bulk purchases and inventory management. Develop and maintain inventory policy and procedures including periodic inventory observations and reconciliations.

Follow CIHA procurement policy and procedures for all purchases and solicitations.

Develop and implement procedures for ensuring that adequate inventory levels are present. Work closely with Finance, Maintenance and Modernization to identify and optimize common inventory purchases. Ensure that access to inventory items is controlled and items are appropriately received and disbursed.

Dispose of or sell obsolete inventory/fixed asset items in compliance with CIHA policy and appropriate regulations.

Ensure that periodic inventory/fixed asset counts are completed regularly and in a timely manner. Maintain inventory detail in HDS or other software and work closely with Finance department staff to ensure any necessary reconciliations are complete with accounting systems.

Undertakes specifically assigned projects relating to inventory and fixed asset control. Provides summaries and reports analysis. Document all cost, quantity and quality analysis needed for inventory and fixed asset procurement.

### **SUPERVISORY RELATIONSHIPS**

The Inventory Specialist reports to and receives general direction from the Capital Improvements Manager. This position is expected to carry out their responsibilities in a professional and businesslike manner and in accordance with the CIHA policies and Federal program requirements. Supervision is not a normal function of this position.

### **MINIMUM QUALIFICATIONS**

Two years of education in Business Administration or related field plus three years of experience in an Administrative or Purchasing/Procurement/Inventory related field OR five years of Administrative or Purchasing/Procurement/Inventory experience with high school diploma or GED.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of internal controls, inventory control, purchasing and procurement policies is preferred.
- Knowledge of CIHA and HUD requirements is preferred.
- Knowledge of Federal and Tribal contracting and procurement processes as applicable.
- Ability to follow, facilitate and monitor standard purchasing policy and procedures.
- Must demonstrate ability to complete analysis of purchasing processes to determine cost saving strategies and methods to maximize ordering and productivity.
- Ability to prepare purchasing specifications and contracts for the purchase of supplies, equipment, etc. with vendors and suppliers.
- Knowledge of contract bidding regulations, processes and requirements.
- Should possess above average knowledge and use of Microsoft office systems, accounting software, asset/inventory management programs and recordkeeping/file maintenance programs for personal computers.

- Should possess thorough knowledge of office procedures and equipment.
- Excellent skills in performing arithmetic computations accurately.
- Ability to communicate effectively and clearly: both verbally and in writing. Must possess excellent customer service skills.
- Ability to plan and manage time effectively is preferred.
- Ability to initiate, organize, prioritize, and follow-up on assigned projects is preferred.
- Position requires ability to multi-task. Successful applicant must be reliable and detail-oriented.
- Above average attendance and punctuality are required for this position.
- Be a self-starter with ability to problem-solve and work in a mutually supportive capacity in any area needed.

**SPECIAL REQUIREMENTS**

Must possess a valid Washington State Driver's License.

Must be able to drive in adverse weather conditions.

Must be able to lift up to 25 lbs., sit and/or stand for long periods at a time. Be able to squat, bend, kneel, climb, walk, push and pull.

Must successfully clear an extensive Criminal Background Inquiry and pre-employment drug screening.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Capital Improvements Manager: \_\_\_\_\_ Date: \_\_\_\_\_