



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
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La Conner, WA 98257
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Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Administrative Assistant

DEPARTMENT: Fisheries and Hunting & Gathering

POSITION SUMMARY:

The Fisheries and Hunting & Gathering Administrative Assistant is a full-time, 40 hours per week, position reporting directly to the Fisheries Manager. The Administrative Assistant will apply best business practices in working all aspects of business operations including financial oversight. Salary from \$52,000.00 to 55,523.00 depending on experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar, related, or logically assigns to the position.

The Fisheries and Hunting & Gathering Administrative Assistant duties include but are not limited to the following tasks:

- Maintain the Fish Ticket Application System
 - Enter fish tickets and maintain in-season catch data
 - Generate harvest, income, and financial reports
 - Reconcile fish tickets and fish buyers with tax records
 - Maintain contact information for Tribal fishers and hunters
 - Issue boat registrations and maintain boat records database
- Financial Responsibilities
 - Collect permit fees, fish tax payments, and other payments and remit to the Accounting Department
 - With management direction, submit the Fisheries annual operating budget (~\$1M)
 - Track spending expenditures while keeping within budget, reporting any financial variances as needed

- Twice per year, calculate taxes owed to Tribal fishers based on their income, minus any monies owed to various Tribal entities and collaborate with Accounting in having tax return checks prepared
- Calculate and prepare the Fisheries Annual Report which details catch data and income for all species, comparing income generated and fishing volume to the previous year and interpreting any variance
- Provide individual fishermen with financial income statements
- Assist with grant management by generating spending reports for fisheries biologists
- Assure accuracy as a delegated Fisheries Manager approver of timesheets, procurements, check requests, personnel action forms, and travel reports
- Throughout the year (and every year), issue fishing permits and fishing ID cards
 - Includes: Commercial, ceremonial, subsistence, and elder permits
 - Maintain open communication with fishers regarding updates to regulations
- Responsible for licensing fish buyers and maintaining the buyer licensing program
 - Prepare invoices, collect and deposit monthly fishing tax, following up in requesting payments when necessary.
- File regulations for in-season finfish and shellfish
- Commit Tribal resources to procure supplies, equipment and services
- Office advisor of business practices, policies, and procedures
- Coordinate logistics for the annual Blessing of the Fleet and First Salmon Ceremony
- Coordinate travel arrangements (i.e., making/changing/cancelling hotels and air travel)
- Logistical coordination of off-site Inter-Tribal meetings
- Fish ticket reconciliation with the Northwest Indian Fisheries Commission and the Washington Department of Fish and Wildlife
- Update and maintain the Fisheries Telephone Hotline recording
- General administrative tasks as assigned
- Work effectively with other department directors and staff to achieve tribal goals
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.
- The position requires the ability and willingness to work professional hours outside the standard work schedule in order to accomplish work objectives including being available seven days/week to notify fishers of emergency closures, fishery delays/extensions, log tow alerts, etc. Work schedules will comply with non-standard work hour guidelines. The Fisheries and Hunting & Gathering Administrative Assistant will frequently use independent judgment to ensure efficient accomplishment of work tasks.

Other Duties

Hunting & Gathering Responsibilities:

- With Management direction, submit the Hunting & Gathering annual operating budget (~45K)
- Issue hunting permits and tags
- Maintain open communication regarding hunting updates
- Administer the Special Elk Hunt Lottery
 - Collect lottery fees and deposit with the Tribe
 - Schedule and track lottery hunters
 - Collect teeth and ensure pictures of harvest have been submitted
- Manage multiple types of hunting keys
 - Collect key deposits
 - Track that keys are returned within the allotted time
 - Returning key deposit to hunter when key is returned on time
- Database Administration; inputting data of successful hunts and harvest reporting

MINIMUM QUALIFICATIONS

- Bachelor of Arts or Science degree in business administration (or related degree) with an emphasis in accounting
- 15+ years of professional experience.
- Proficient in using Microsoft Office Suite (Excel, Access, Word, etc.)
- Extensive knowledge of business operations with emphasis on financial management.
- Proven self-starter with a strong work ethic who is proficient at working independently.
- Capable of disseminating information to a variety of customers: biologists, policy managers, Tribal fishers, Tribal buyers, etc.
- Experience in the following:
 - Records Management
 - Report & document preparation
 - Database Administration
 - Accounts Payable/Receivable
 - Financial Analysis
 - Colleague collaboration
 - Meeting and event planning
 - General acquisitions/procurements
- Ability to maintain a positive, professional, and team-oriented attitude in challenging situations.
- Familiarity with MIP Fund Accounting program and Microix system

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiarity with the Swinomish Indian Tribal Community culture, Tribal Code, processes and procedures
- Organization and time management skills
- Knowledge of standard office equipment including personal computers, copier, fax machines, multi-line telephone, program specific information and terminology.
- Excellent customer service skills with the ability to be discreet, patient, polite and professional
- Experience in establishing effective working relationships with diverse groups and individuals
- Possess the ability to follow oral and written instructions
- General knowledge of vehicle registration and title requirements
- Experience with commercial fisheries and catch reporting
- Willingness to occasionally work outside, sometimes in inclement weather
- Must have valid Washington State Driver's License or be able to obtain one immediately
- Drug Testing: This position does not involve regular contact with or control over children and is not a Testing Designated Position subject to random testing under the Tribe's Drug and Alcohol-Free Workplace Policy
- Ability to pass a background test

WORK ENVIRONMENT AND TIME COMMITMENT

Working Conditions

The working conditions described here are representative of those that must be met by the employee to successfully perform the essential duties of this position.

The Fisheries and Hunting & Gathering Administrative Assistant must be able and willing to:

- Communicate effectively in spoken and written English. Have excellent written and oral communication skills as well as reading comprehension ability.
- The Swinomish Indian Tribal Community is on a four-day work schedule; offices are closed on Fridays. Work hours are Monday through Thursday 7:00AM to 5:00PM, although at times working odd hours and weekends is required.
- Work schedule is 40 hours per week. This is a full-time position.
- Tasks are performed mostly indoors in an office environment.
- Considerable time may be spent at a computer work station in the performance of administrative tasks.
- Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Fisheries and Hunting & Gathering Administrative Assistant is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____