

# COUNCIL OF ATHABASCAN TRIBAL GOVERNMENTS

## POSITION DESCRIPTION

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**TITLE:** Travel/Procurement Officer

**INTRODUCTION:** This position is located in the CATG Administrative Offices in Ft. Yukon. The purpose of the position is to provide purchasing services and coordinate travel for CATG employees. The incumbent works under the supervision of the Administrative Director. Duties are performed independently with periodic consultation with the Administrative Director to assure that goals are being met.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Procurement:**

- Receives and inventories purchase requests.
- Insures accurate and prompt processing of purchase requests.
- Maintains purchasing files, vendor files and coding.
- Performs verification and reconciliation of statements from vendors and submits for payment.
- Submits credit application for accounts with new vendors.
- Maintains records, files, data information, inventory of CATG property and equipment, procurement records, shipping and receiving documents, and associated files.
- Arranges for transportation of supplies, equipment and other goods.
- Researches vendor information before purchasing supplies and equipment.
- Works closely with the accounting department to assure the accuracy and correctness of the purchase order accounting codes.
- Performs inventory on all CATG equipment.

#### **Travel:**

- Receives travel requests.
- Ensures accurate and prompt processing of travel requests, travel arrangements, registration fees, hotel arraignments, per diem, etc.
- Makes monthly airline reconciliation, payment, and account code accuracy.

- Coordinates all aspects of relocation for new hire and terminated employees, including shipment of associated freight.

**Other:**

- Provides monthly, quarterly, and annual reports to CATG Council.
- Attends recommended job related training, meetings and conferences.
- Gives guidance to the Travel/Procurement Assistant as necessary.
- Other related duties.

**QUALIFICATIONS:**

- An AA or AS Degree or certification from an accredited college with a major emphasis in Business Administration, plus a minimum of two years of general administrative work experience; or,
- A High School Diploma or GED, plus a minimum of three years of general administrative work experience;

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of Joint Federal Travel Regulations (JFTR), budget and program development process.
- Ability to understand and execute complex oral or written instructions to carry out work effectively with minimal supervision.
- Ability to use word-processing software on desktop professional computers and operate other related office equipment.
- Ability to establish and maintain effective working relationships with other employees, public and private officials, and the general public
- Ability to give guidance to others.
- Ability to conduct effective telephone negotiations.

**OTHER:**

- Under the authority of P.L. 93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications.
- As a Federal Contractor, CATG is required to show compliance with the Drug Free Workplace Act of 1988. As a result, CATG has initiated and maintains a Drug and

Alcohol Testing program, which includes pre-employment and random, anonymous testing thereafter.

- Preference will be given to individuals residing in or returning to the Yukon Flats region.
- Experience working with or for an Indian tribe or tribal organization is preferred.

Title:	Travel/Procurement Officer
Location:	Fort Yukon, Alaska
Supervision:	Finance Director
Classification:	Regular Full-time/Benefits
Salary:	\$17.14 plus DOE
Approved (Initials)	_____
Date:	_____