SAN JUAN SOUTHERN PAIUTE TRIBE
REQUEST FOR QUALIFICATIONS (RFQ)
PROCUREMENT OFFICER

Date Opened: June 10, 2022; Open Until Filled

Applications Accepted By:

Mail, Fax or Email:
San Juan Southern Paiute Tribe
P.O. Box 2950
Tuba City, AZ 86045
k.barlow@sanjuanpaiute-nsn.gov
Fax: 928-233-8948

Documents to Submit:
Cover Letter
Resume
Two (2) Letters of Recommendation

Position Description

The San Juan Southern Paiute Tribe, located in Tuba City, Arizona, is seeking to hire a Procurement Officer to assist the Administration in ensuring legal compliance and enforcement of the financial protocols as set forth by the San Juan Southern Paiute Tribe. This person shall oversee the procurement of purchases, ensuring the correct documentation is collected and retained for proper and ethical bookkeeping. This person shall ensure the Resolutions passed by the Tribe authorizing any procurement are implemented on behalf of the Tribe and the financial documentation is collected and timely provided to the Tribe’s bookkeeper and financial consultants. This person may be asked to present information and updates to the Tribal Council concerning adherence to the financial policies and protocols of the Tribe. Most importantly, this person shall ensure the laws and intentions of the Tribal governing documents are being followed by all Tribal employees authorized to spend Tribal funds.

Duties and Responsibilities

- Ensure all employees of the Tribe authorized to spend tribal funds are trained to follow the procurement policies and manuals.
- Ensure purchases made with Tribal funds follow the processes as stated in the Tribe’s Constitution, Law and Order Code and various governing documents.
- Work with the Administration staff to ensure supporting documents for all purchases made with Tribal funds are provided by the purchaser.
- Work with the Tribal Bookkeeper to ensure the correct documentation is being collected, properly categorized, and transmitted to the necessary financial consultants.
- Present information and general updates to the Tribal Council regarding the training and enforcement of the financial procurement procedures and report any malfeasance.
- Must be able to commit thirty-two (32) hours a week to the position.

Qualifications and Skills

- Must be able to travel to Tuba City, Arizona, as necessary.
- Must be able to pass a pre-employment drug screening.
- Leadership experience governing administrative type offices and enforcing/overseeing financial procurement policies and procedures.
- Tax experience/knowledge of general taxation.
- Knowledge of Quickbooks.
- Data entry skills.
- Organization skills.

*The San Juan Southern Tribe will not discriminate in employment on the basis of race, sex, religion or national origin. However, the Tribe will give preference to San Juan Southern Paiute tribal members, and then to other Indians, in hiring, promoting, training and other aspects of employment.