



VACANCY ANNOUNCEMENT

CCDF Program Inventory Management Coordinator

OPENING DATE:	05/14/2024	CLOSING DATE:	05/28/2024
SUPERVISOR:	Child Care Services Administrator	SALARY:	TBD
LOCATION:	Offsite: Child Care & Development Fund (CCDF) Office, Anadarko	STATUS:	Regular Full-Time

JOB SUMMARY

A computerized database system will be used to manage inventory. The primary objective will be to maintain adequate levels of stock to meet daily distribution demands while minimizing excess supply.

DUTIES AND RESPONSIBILITIES

- Responsible for maintaining goods and services delivered to the Wichita Child Care programs, and assists with assuring proper delivery of all products and services to programs in a timely manner.
- Oversee inventory and supply management according to Tribal policy.
- Perform critical inventory tasks to ensure the correct number of items are in stock.
- Maintain updated and accurate records of inventory, including transfers.
- Troubleshoot quantity discrepancies between stock and records.
- Respond to sales inquiries and create purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment.
- Prepare, generate, and file all financial inventory reports; review reports weekly with Child Care Administrator.
- Prepare, generate, and file all provider expenditures.
- Maintains Child Care Data Tracker file for CCDF reporting and logs payments received from childcare providers.
- Submits all payments for CCDF to vendors and childcare providers.
- Follow asset tracking processes, policies, and procedures.
- Asset assignments (check inventories in & out).
- Keeps asset space controlled, clean, labeled, and organized.
- Maintains confidentiality while submitting OKDHS Background Checks.

EDUCATION AND EXPERIENCE

- Associate's Degree in Business Administration, Management or another related field is preferred. However, candidate must have completed at least two (2) years in Business Administration, Management, or other related field from an accredited College or University and/or a combination of education and work experience may be substituted and have at least four (4) years of experience in administration, each two (2) years of experience may be substituted for one year of completed study. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
- Minimum of two years related experience purchasing.
- Be computer literate and able to operate software for letter processing and spreadsheets. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
- Proficient with computers and other standard office technology.
- Must have the ability to organize and maintain clear and concise records.
- Must have the ability to understand and interpret Federal Regulations pertaining to procurement policy, property inventory, and retention of records.
- Must have communication skills, both oral and written, and have the ability to establish and maintain a working relationship with personnel, management, individuals, vendors, and various agencies.
- Familiarity with CCDF purchasing procedure and grant requirements.

- Superior organizational and communication skills.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.