
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Vacancy Announcement

Title: Procurement & Inventory Clerk (PIC)

Reports to: Chief Finance Officer (CFO)

Location: Happy Camp Administration Office

Assigned Work Location: Happy Camp, CA

Salary: \$28.00 to \$33.00 per hour/DOE

Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: Under general direction, the Procurement & Inventory Clerk (PIC) will perform a variety of accounting and other tasks. The PIC is responsible for the effective management of the procurement and inventory function of the Tribe. This role oversees purchasing activities, inventory control, vendor relations, and compliance with tribal, state, and federal regulations. The PIC ensures the accurate receipt, storage, and distribution of supplies and equipment across all Karuk Tribal facilities including facilities in Yreka, Happy Camp, and Orleans, CA. The role requires knowledge of procurement processes, commercial supply sources, business practices related to sales, pricing, contracts, and logistics.

Application Deadline: May 27, 2025 by 5:00 PM

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources, Telephone (530) 493-1600 ext. 7034 / 2043, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Manages procurement and inventory processes in compliance with tribal policies and procedures as well as any state, federal and grant requirements.
2. Oversees basic purchasing operations, including purchasing, receiving, storing, distribution, and inventory management.
3. Coordinates with all tribal departments to assist with and process purchases and procurements.
4. Maintains inventory control processes, including stock tracking and reconciliation with computerized records.
5. Conducts required inventory counts and audits to ensure accuracy.
6. Prepares and maintains procurement records, including authorizations, purchase orders, invoices, and contracts, if applicable.

7. Responsible for loss prevention by receiving, sorting, labeling, routing, and securing items in a timely manner to prevent theft and ensure proper inventory control.
8. Serves as Liaison with vendors and transport companies to ensure timely and accurate deliveries and returns as applicable.
9. Researches and obtains pricing, product information, and specifications for purchasing decisions.
10. Maintains proper documentation for tracking purchases, including disposition records when necessary.
11. Prepares all deposit documents, deposit slips, and all cash receipts on a daily basis.
12. Provides copies of each cash receipt as follows: one for customer, one for cash receipts file, and one for fiscal records.
13. Collects cash and issues cash receipts to various programs, and third parties.
14. Tracks petty cash; reports any anomalies to CFO
15. Assists with annual audit.
16. Adheres to the Tribe's confidentiality, fiscal and personnel policies.
17. Be available for local and out of the area travel as required for job related training and various activities.
18. Attends all required meetings, trainings and functions.
19. Be polite and maintain a priority system in accepting other job-related duties as assigned.

Qualifications:

1. Demonstrated ability to work effectively with Native American populations in culturally diverse environments.
2. Displays the ability to establish and maintain harmonious working relationships with other employees, the communities we serve and the general public.

3. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
4. Excellent organizational, problem-solving, and communication skills.
5. Demonstrated ability to understand and follow oral and written instructions.
6. Experience with inventory control systems and software required.
7. Must be proficient in Microsoft Word, Excel, and Outlook.

Requirements:

1. High school diploma or equivalent required; Associate's degree in business, finance, logistics, supply chain management, or a related field preferred. An equivalent combination of education and related experience will be considered. Equivalencies based on a 2:1 ratio, 2 years of experience equals 1 year of higher education.
2. Must have competence in word processing, spreadsheets, office equipment, and general computer skills.
3. Minimum of one (1) year of experience in procurement and inventory management.
4. Knowledge of material inventory, logistics, and supply chain management.
5. Must be a self-starter, well organized and willing to learn new skills.
6. Must have the ability to understand and follow oral and written instructions.
7. Valid driver's license, good driving record, and insurability by the Tribe's insurance carrier.
8. Must successfully pass a pre-employment drug and alcohol screening test and a criminal background check.

Tribal Preference Policy:

In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference:

It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Review Committee Approved: May 8, 2025

Employee's Signature: _____

Date: _____