



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Procurement Coordinator

Requisition Num.: 020-2026

Open Date: 06/02/2026

Closing Date: Until Filled

Department: Finance

Classification: Full-Time/ Non- Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Procurement Coordinator supports the organization's procurement operations with a primary focus on administering and maintaining the procurement system. This role ensures that purchasing processes are efficient, compliant with internal policies, and accurately reflected in the system. Working closely with Accounts Payable and internal departments, the position facilitates requisitions, approvals, purchase orders, and vendor coordination. The Procurement Coordinator conducts business in a professional and courteous manner that upholds the integrity and reputation of Rincon, while maintaining a thorough understanding of and adherence to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Coordinate and process purchase orders, requisitions, and vendor contracts in accordance with Tribal Government policies and procedures.
- Manages requisition and purchase order processes by reviewing submissions for accuracy, ensuring proper coding, routing approvals, converting requisitions into POs, and tracking order status through completion.
- Track and monitor open orders to ensure delivery time and resolve any order discrepancies or issues.
- Coordinates with Accounts Payable to ensure procurement transactions comply with accounting policies, resolve discrepancies, support period-end close processes, and provide documentation for audits.
- Generates procurement reports, monitors compliance with purchasing policies and approval thresholds, identifies process improvement opportunities, and supports the maintenance of SOPs and internal controls.
- Provide general administrative support to the procurement function and Tribal Government.
- Provide timely updates on procurement progress and any potential delays to ordering department heads and the Senior Accounting Manager.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

OTHER DUTIES

- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Perform other related duties as determined by the Controller.

SUPERVISION ADMINISTERED

- This position *does not* require the supervision of staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government effectively and professionally in a public venue.

Education/Experience and/or Training:

- Associate or bachelor's degree in business administration, Supply Chain Management, or closely related field from an accredited college or university preferred.
- 2+ years of experience in purchasing, procurement, or related administrative role, preferably involving municipal government.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.

Work-Related Knowledge:

- Strong understanding of procurement procedures.
- Excellent organizational skills and attention to detail.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook); experience with procurement or ERP software, such as Sage Intacct & Procurify is a plus.
- Ability to multitask, prioritize, and work independently.
- Familiarity with purchasing in a government, nonprofit, or tribal organization is a plus.
- Knowledge of the principles, practices, policies and procedures of procurement.
- Knowledge of Methods and techniques for basic research, statistical analysis, report preparation, and presentation
- Identify problems, inform others, and provide information to assist with solving the problem.
- Excellent interpersonal skills, ability to communicate effectively both orally and in writing; be able to establish and maintain effective working relationships.
- Literacy Strengths: Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Complete and maintain documentation/records
- Basic mathematical skills, such as the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
