

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2012-005 Issue Date: 03-02-12 Closing Date: 03-16-12

**1<sup>st</sup> Re-Advertisement**  
**Accountant I-General Ledger**  
**(2) Two Positions**  
**Yakama Nation Central Accounting**  
**Department of Finance**  
**Hourly Wage: DOQ/Full-Time/Regular**

The primary responsibility for this position is to journalize, account for, maintain, and report all expenditures and receipts for the Yakama Nation. The person in this position must provide a professional in depth review of the general ledger of the Yakama Nation. The general ledger consists of the organization plan and all the methods and directives adopted by tribal council to safeguard assets, check the accuracy and reliability of the accounting system and promote operational efficiency and adherence to the financial integrity of the Yakama Nation. Reconcile financial transactions to the Yakama Nation general ledger accounting system on a monthly and fiscal year basis. Provide year-end financial statements in accordance with established regulatory requirements. Must possess the ability to provide analysis of complex situations as they arise and provide for applicable solutions as necessary. Assist personnel in coordination of all activities including cash, implementation of procedures, computer systems, training, written and oral communication, federal developments, budgets and the filing system.

**Knowledge, skills and Abilities:**

- Must have knowledge of general accepted accounting principles (GAAP), theories, concepts and terms.
- Must have the ability to prepared and report information at accounting workshops.
- Must have the skill to use an electronic calculator and input financial information into main computer system.
- Must have knowledge on internal control policies and procedures.
- Must have knowledge of current literature, developments, and trends in the area of accounting.
- Must have knowledge of automated computers and spreadsheet and word processing applications.
- Must have knowledge of computerized accounting and financial reporting systems.
- Must possess ability to write and prepare reports for internal management and external entities.
- Must have the ability to communicate and establish good working relationships with internal management and outside entities.
- Must have the ability to learn and use computers and applicable programs.

**General Recruiting Indicators:**

- Minimum: Four-year course of study in an accredited college or university which meets all of that institution's requirements for a Bachelor's Degree in Business Management, Administration, Finance or Accounting; and is able to provide transcripts upon request.
- Ability to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Must have at least one year of experience in accounting. This experience must have equipped the candidate with the basic knowledge, skill and ability to perform work requirements.
- Must successfully pass a criminal background check.