

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-085 **Issue Date:** 07-03-12 **Closing Date:** 07-16-12

Accounting Advisor
Tribal Insurance
Department of Finance
Hourly Wage: DOQ/Full-Time/Regular

Incumbent is responsible to maintain an automated bookkeeping system utilizing Quick Books for all program accounts. Initiates financial reconciliations of monthly investment transactions for the Employee Retirement Plan and 401 K Account. Identifies and analyzes all financial entries on the Detailed Distribution Report and reconciles with program records. Is responsible to reconcile monthly bank statements for the Group Health and Workers Compensation Accounts. Prepares an annual/final reconciliation of the Actuarial Report of all transactions on the Defined Benefit Plan. Is responsible to regularly review and reconcile records and statements for a multitude of tribal assets worth millions of dollars. This includes an annual review of building, property, and auto specialized coverage invoices.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, practices, and terms.
- Knowledge of governmental fund accounting principles, practices, and terms.
- Knowledge of basic investment principles, practices, and procedures.
- Knowledge and ability to utilize business mathematics to conduct daily financial transactions and reconciliations.
- Ability and skill in utilizing a computer and assorted software, particularly ones used to prepare financial statements, spreadsheets, etc.
- Ability to establish and prioritize work assignments and meet deadlines.
- Ability to establish and maintain effective working relationships with medical providers, tribal program personnel, clients, and co-workers.
- Ability to analyze & classify accounting transactions, maintain & reconcile accounts, close out accounts, and prepare financial reports & statements accordingly.
- Ability to exercise good judgment in managing insurance financial matters.
- Ability to be cordial and tactful when dealing with the public.
- Ability to maintain strict confidentiality in matters dealing with employees personal health issues, program files, and records.
- Ability to work independently with minimal supervision.
- Ability to be productive and complete work assignments timely.
- Ability to effectively communicate orally and in written form.
- Ability to work under stress.
- Skill in use of a calculator and standard office equipment such as a fax, copier, and phone.

General Recruiting Indicators:

- Requires a Bachelor Degree in accounting or relative field AND two years professional accounting work experience. OR,
- May substitute an AA degree in accounting or relative field in lieu of a BA Degree AND three years professional work experience comparable to a Bookkeeper V. OR,
- May substitute successful completion of a certified two-year accounting or bookkeeping program or coursework in lieu of BA Degree AND four years professional work experience comparable to a Bookkeeper V.

Necessary Special Requirements:

- Pre-employment drug and alcohol test pursuant to the Yakama Nation Personnel Policy Manual.