YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2012-132** **Issue Date:** **09-26-12** **Closing Date:** **10-10-12**

Bookkeeper IV
Fire Management
Department of Natural Resources
Hourly Wage: DOQ/Full-Time/Regular

Is responsible to administer financial activities to process, coordinate, and manage federal grants, contracts, and Yakama Nation self-generating revenue accounts that include fire preparedness and suppression funds. Is responsible to monitor regulated financial procedures and compliances of various complex grants and contacts. Duties include all elements of contract administration which includes preparing monthly and quarterly reports, reconciling ledgers, tracking expenditures, maintaining cuff accounting data, and generating reports for close-out procedures. Assures reports are prepared accurately for fiscal audits. Coordinates development of annual budgets and insures expenditures are within contract requirements. Manages multiple accounts, including federal dollars, which, must be tracked in separate project identifier for trust funds, forest management deductions, and self-generating revenue.

Knowledge, Skills and Abilities:

- Knowledge of and ability to manage grant and contract administration responsibilities.
- Ability to understand fire preparedness and suppression funding.
- Ability to understand general fire terminology.
- Knowledge of and ability to utilize the JD Edwards accounting system to generate financial documents and reconcile accounts.
- Ability to understand audit procedures and terminology.
- Knowledge of OMB Circulars, requirements, and how to implement.
- Knowledge of and skill to perform and implement numerous bookkeeping and accounting principles, theories, concepts, and terms.
- Ability to use a computer and standard computer software for word processing and accounting.
- Knowledge of MS word, Excel, Word Perfect, Quatro Pro, and Quicken Software.
- Knowledge of or ability to learn natural resources terminology, specifically forestry and fire terms.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively orally and writing.

General Recruiting Indicators:

- Requires five years of progressively responsible bookkeeping experience that includes grant/contract administration and secretarial duties. OR,
- Three years documented education in related field may be substituted for work experience AND two years bookkeeping experience.

Necessary Special Requirements:

- Must have a valid Washington State driver's license and be insurable under the Yakama Nation guidelines.
- Ability to pass a background check (if applicable).
- Required to pass pre-employment drug and alcohol test.