

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2013-091 **Issue Date:** 07-03-13 **Closing Date:** 07-18-13

Property & Acquisition Manager
YN Assets/Property
Department of Finance
Hourly Wage: 36.79/Full-Time/Regular

The Yakama nation Property & Acquisition Manager is responsible for the development and oversight of the YN's personnel property management program, administering the YN government wide Property Management system to ensure protection and accountability of YN assets/property, overseeing internal controls for identification, security measures, assignments and disposition of property; establishes policies, standards, and guidance in accordance with applicable laws, regulations and sound personal property management practices and standards ensuring that tribal employees/programs comply with regulations, policies, and procedures for inventory and property control.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation budgeting process and the proper processing methods for financial documents.
- Knowledge of Tribal budget and finance procedures and processes; proper cost distribution, cost coding and record keeping.
- Knowledge of Office Management and budget (OMB) Circulars: A-87, A-102, A-133, A-122
- Knowledge of Governmental Accounting Standards Board (GASB)
- Knowledge of Governmental GAAP Guide – For State & Local Governments
- Knowledge of Governmental Accountability Office (GAO)
- Knowledge of the Yakama Nation Lands/Customs/Traditions
- Ability to provide leadership to facilitate the work of the program support staff.
- Ability to set goals for the staff and to organize staff to ensure timely completion of program functions.
- Ability to supervise.-To train and encourage staff to perform at the highest level of their ability.-To assure work is done accurately and in a timely fashion.
- Ability to establish and maintain effective working relationships with subordinates and other employees, other agencies, vendors, and the general public.
- Ability to deal tactfully and courteously even in stressful situations.
- Ability to efficiently and effectively perform all essential position duties and responsibilities with or without reasonable accommodation with posing a direct safety threat to others or self.
- Ability to review and amend current Purchasing Manual to promote efficient purchasing practices.
- Ability to negotiate contracts as needed to ensure protection of the Tribal Sovereignty.
- Ability to perform Self-Assessment of Internal Controls for prevention of fraud or theft.
- Ability to establish and maintain a Board of Survey in accordance with the Finance Manual.
- Ability to use the Fixed Assets Software (Thomson Reuters Fixed Assets CS).

General Recruiting Indicators:

- Bachelor of Science in Business Administration and five years' experience in management and supervision. Or
- Ten years of experience with the ability to perform the Knowledge, Skills and Abilities successfully

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must have a Valid Washington State License or able to obtain a Washington License within 90 days of employment.
- Must be able to obtain a Tribal License within 90 days of employment.