

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-119 **Issue Date:** 07-08-14 **Closing Date:** 07-28-14

Buyer/Bookkeeper III
Property & Acquisition
Department of Finance
Hourly Wage: \$13.21/Full-Time/Regular

Responsible for maintaining an acquisition system for materials, supplies and capital assets for internal purposes, this includes major equipment supervised by the Yakama Nation regardless of funding source. Administer program basic bookkeeping responsibilities; processes and/or confirms purchase orders; analyzes and makes bid summary recommendations for tribal programs; approves purchase orders; uses computer software programs for preparing and processing acquisition documents; and maintains related records and/or databases. Perform receptionist and clerical duties that include computer data entry and utilize the JD Edward's accounting system for all phases of acquisition.

Knowledge, Skills and Abilities:

- Knowledge of basic acquisition principles, policies and procedures and general office practices and procedures.
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of basic contracting principles and practices relative to acquisition services, supplies, equipment and funding source.
- Knowledge of the Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of and ability to demonstrate professional telephone etiquette skills.
- Ability to obtain bids and/or proposals for supplies and equipment.
- Ability to conduct research via telephone, computer, or catalog to obtain vendor information for items requisitioned.
- Ability to perform typing work at an acceptable level of proficiency, as required by the position.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Ability to speak in a clear, concise, well-modulated voice, as required by the position.
- Ability to understand and apply available guidelines to varied operational requirements and to follow clearly stated oral and written instructions.
- Ability to demonstrate strong customer service skills and the ability to meet and deal with the public in a professional, pleasant and courteous manner, and at times in stressful situations.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to demonstrate excellent time and attendance.
- Ability to operate equipment associated with the position in a proper manner.
- Ability to demonstrate proficiency in various personal computer applications, including Microsoft Word, PowerPoint, Excel, Access and JD Edward's Accounting System.
- Ability to demonstrate strong organizational skills.

General Recruiting Indicators:

- Minimum of a High School diploma or G.E.D. required with experience working in a professional office environment with at least two years' experience as a Bookkeeper II or equivalent. OR,
- Substitute on a month-to-month basis, successful completion of a vocational secretarial or training program, or college course work in a relative field up to a minimum of 6 months. OR,
- Any experience or education which would demonstrate the ability to perform the work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's license with ability to obtain a Yakama Nation Tribal Driver's permit.
- Business dress attire required.