

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2014-145 **Issue Date:** 08-12-14 **Closing Date:** 08-25-14

**Bookkeeper II**  
**YN Fisheries-YKFP**  
**Department of Natural Resources**  
**Hourly Wage: \$12.58 /Full-Time/Regular**

This is a comprehensive accountable position for the Yakama Nation Fisheries Yakama/Klickitat Fisheries Project. Incumbent is responsible for Accounts Payable, accounts receivable and related tasks. Responsibilities include ability to organize, catalogue, logging and retrieval system of technical reports and scientific articles of the Yakama Fisheries Project. Knowledge of technical & scientific terminology is needed. Ability to research or make contact for required information or data as needed by personnel. Accounts Payable consist of processing orders and payments on the JDE system. Post all financial transactions to the cuff account to the General Ledger system. Detail work is required to assure all expenditures are paid and recorded in a timely, efficient manner. Maintain records for Financial Reports, auditors, file copies as needed for program documentation of transactions. Take appropriate action as necessary to maintain acceptable quality standards. Also day-to-day operations include contact with co-workers, vendors, tribal departments and the general public, this will require a professional attitude at all times.

**Knowledge, Skills and Abilities:**

- Knowledge of cuff accounting.
- Knowledge of computer software programs.
- Knowledge of JD Edwards's financial system.
- Knowledge of accounts payable and accounts receivable.
- Knowledge of funding, cost centers, cost codes, and job costs.
- Knowledge of library organization and operation procedures.
- Knowledge of policies, procedures and practices applicable to tribal and funding agency requirements.
- Ability to learn biological and fisheries language and terms.
- Ability to establish and maintain effective working relationships with co-workers, funding agency, vendors and general public.
- Ability to understand and execute complex oral and written instructions and to apply available guidelines to widely varied situations.
- Ability to express ideas and convey information effectively in writing and orally.

**General Recruiting Indicators:**

- Minimum: Two years of progressively responsible office work experience at a level equivalent to a bookkeeper. OR,
- Substituting, on a month-for-month basis, successful completion of college level course work or training in office principles and practices for the minimum experience to a maximum of six months. Or,
- Any experience or education which would demonstrate the ability to perform the work.
- Required to pass a pre-employment drug and alcohol test.
- Pass a criminal background check (if applicable).