

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-204 **Issue Date:** 01-08-15 **Closing Date:** 01-22-15

2nd Advertisement
Accounting Advisor
DNR Cultural Resources
Department of Natural Resources
Hourly Wage: \$16.86/Regular/Full-Time

Responsible for financial activities associated with processing, coordinating and managing various federal/state/tribal funded grants and contracts for Cultural Resources program. Responsible for performing a professional operating level of financial and compliance monitoring of various complex grants and contracts. Duties include: contract and grant specialization in solicitation, negotiation, cost and price analysis, administration and termination of contracts/grants, cost accounting principles, theories, concepts and practices in a variety of difficult and complex accounting problems associated with the grants and contracts funding administration. Assuring needs are met for fiscal audit to complete financial statements. Coordinates activities associated with the preparation of various budgets for grant/contract proposals; plan and organize accounting system; make day-to-day decisions relative to the accounting treatment of financial transactions; recommend solutions to complex accounting problems. The scope and the magnitude of responsibilities and possible ramifications of decisions made effect the overall fiscal operation of the program and requires an in-depth knowledge in accounting principles and theories involving grant/contract laws, regulations, policies and procedures associated with federal, state and tribally funded programs.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, theories, concepts and terms (i.e. GAAP, OMB Circulars A-87, A-102.)
- Knowledge of current literature, developments and trends in the area of accounting.
- Knowledge and skill in the use of personal computers, software i.e., Excel, MS Word, Quicken, general office machines, 10 Key calculator, etc.
- Ability to communicate professional judgment and provide procedures for compliance relative with established goals and policies for overall program.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements in relationship to JE Edwards financial system.
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.
- Ability to plan and direct the activities of a group of subordinates program office staff.
- Ability to establish and maintain effective working relationships with employees, administrators and the public.
- Ability to communicate orally and in writing.

General Recruiting Indicators:

- Minimum: graduation from a four year college or university with major coursework in accounting or a related course and one year of professional accounting work experience. OR
- Substituting on a month-to-month basis 4-6 year's progressively responsible contract/grant accounting work experience for the minimum education.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully complete a pre-employment criminal background check.
- Must complete Grants & Contracts Management, Procurement for Federal Program, Bookkeeping for Federal Programs and OMB Circulars A87-A102.