

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-207 Issue Date: 12-03-14 Closing Date: 12-09-14

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

This position is responsible for the record keeping clerical services and account payable and receivable for the Fisheries Resource Management Program. This includes processing orders requisitions purchase orders and travel authorization on the JD Edwards Finance System. Bookkeeper will assist with the account coding. The position is responsible for payments to vendor's employees and travelers by closing out purchase orders verifying orders received, calculating travel expenses. This position will post all financial transactions accurately and timely to the Quicken Cuff Accounts, and maintain vendor's files accordingly. This position will work with the inventory office to keep accurate accounting and list for all sensitive and capital equipment. Will assist with timesheets; leave audit, answering telephone and other typing duties as required. Other clerical duties as assigned related to general office duties.

Knowledge, Skills and Abilities:

- Knowledge of standard office procedures, including use of standard office machines, 10-key calculator, copiers, and computers.
- Knowledge of operating software for the JD Edwards Financial system, Quicken, MS Excel, MS Word and others related to clerical operation.
- Knowledge of purchase orders, travel authorizations, cash receipts and journal entries.
- Knowledge of procedures, policies and practices for financial transaction applicable to tribal and funding agencies.
- Ability to understand written and oral instruction.
- Ability to communicate effectively, establish and maintain good working relationship with the technical staff, office support staff, vendors, and general public.
- Ability to work with minimal supervision.

General Recruiting Indicators:

- Two years of progressively responsible office work and record keeping experience. One year of experience processing accounts payable and posting to check registers.
- Ability to pass a pre-employment drug and alcohol test.
- Pass a criminal background check (if applicable).