

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-210 Issue Date: 12-03-14 Closing Date: 12-23-14

Bookkeeper
YN Tribal Head Start
Department of Human Services
Hourly Wage: \$12.58/Regular/Full-Time

Responsible to provide accurate accounts maintenance work for the Tribal Head Start Program. Responsible to update and maintain the accounting records for the Head Start Program funding sources; Washington State; USDA; JOM; and the Child Care Development. Prepares and maintains journals and ledgers; maintaining and updating reports, statements and accounts associated with billing, payroll, accounts receivable and accounts payable and purchasing functions (travel authorizations, purchase orders, etc.) for proper authorization, account accuracy and account balances; verifies and closes financial documents in a timely manner.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping principles, theories, concepts, and terminology.
- Knowledge of current literature, developments, and trends in the areas of bookkeeping and accounting.
- Some knowledge of the basic methods, principles, and techniques of governmental accounting.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts and prepare reports and statements.
- Ability to understand and execute oral and written instructions and to apply available guidelines to varied situations.
- Ability to learn computer input procedures and editing techniques.
- 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 operational requirements, and to follow clearly stated oral and written instructions.
- Ability to meet and deal with the public in a pleasant and courteous manner, and at times, in stress situations.
- Ability to operate equipment associated with the position in a proper manner.

General Recruiting Indicators:

- Minimum two years progressively responsible clerical accounts maintenance, bookkeeping, or closely related work experience. OR
- Substituting, on a month-for-month basis, successful completions of course work or training in bookkeeping, accounting, or a closely related subject associated with the functions of the position for the minimum experience. OR
- Any experience or education which would demonstrate the ability to perform the work
- Ability to pass a pre-employment drug and alcohol test.