

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-004 **Issue Date:** 01-16-15 **Closing Date:** 01-30-15

Bookkeeper III
Office of Legal Counsel
Hourly Wage: \$13.21/Regular/Full-Time

The primary responsibilities for the position are to provide financial account management and bookkeeping duties for the daily operation of the Office of Legal Counsel Program. Ensure timelines for submission of monthly budget reports to Tribal Counsel and to Lead Attorney.

Knowledge, Skills and Abilities:

- Knowledge and adept use of computer software to include: Microsoft Word; WordPerfect; MS Excel; Microsoft PowerPoint, Adobe and E-mail.
- Knowledge and expertise in the use of JD Edwards Accounting System.
- Knowledge of generally accepted accounting principles, methods, terms theories, and concepts and ability to complete all bookkeeping functions.
- Knowledge of Yakama Nation governmental fiscal/budgetary, personnel policies and procedures.
- Skill in the operation of equipment associated with the job position to include: 10-key adding machine, calculator, office Cisco phone, calculator, typewriter, shredder, copying/faxing machine, electronic stapler, micro-computer.
- Ability to maintain strict confidentiality while working with, near proximity, or handling highly confidential court documents, sensitive correspondence, financial records, and other confidential attorney-client privileged materials and information pertaining to Official Tribal business and legal matters.
- Ability to plan, organize, prioritize and complete tasks independently.
- Ability to effectively communicate both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, Tribal Programs, Tribal Leadership, general public, and outside business associates.
- Ability to classify accounting transactions, maintain/reconcile accounts, close accounts, and prepare financial reports and statements.
- Ability to maintain ethical and professional conduct at all times while employed with OLC.
- Ability to work under stress and to complete reports for designated timelines.

General Recruiting Indicators:

- Minimum or one year of experience as a bookkeeper/account manager with a combination of work that demonstrates applicant's ability to perform duties of this job position; Two years experience working successfully with the JD Edwards accounting system and public relations experience preferred but not required. OR,
- A combination of one-year education in accounting principles and at least two years on the job performance in account management with the ability to competently operate the JD Edwards accounting system within the first six weeks of employment.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must have and maintain a valid Washington State Driver License and the ability to obtain a Yakama Nation Drivers permit through the Yakama Nation Tribal Insurance Office within first six weeks of employment.