

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-031 **Issue Date:** 02-17-15 **Closing Date:** 02-23-15

Bookkeeper IV
Human Services Administration
Department of Human Services
Hourly Wage: \$15.29/Regular/Full-Time

This position provides highly responsible, complex and specialized bookkeeping, accounting, and technical assistance services to the Human Services Department of Administration and its programs in an effort to promote and ensure accountability and fiscal compliance with approved Yakama Tribal policies and procedures, funding sources fiscal requirements and accepted accounting principles. This employee must be able to communicate with appropriate people on fiscal matters, to negotiate resolving fiscal problems and employee establishes and maintains lines of communication with program managers and bookkeepers to promote and ensure necessary coordination for the completion of specific fiscal transactions, to collect fiscal data, to complete fiscal reports and/or do fiscal transactions necessary to solve an accounting or a compliance problem. This employee keeps abreast of the total fiscal resources of the department and is readily available to make recommendations for fiscal and fiscal related matters when needed.

Knowledge, Skills and Abilities:

- Knowledge of governmental bookkeeping and accounting theories and principles.
- Knowledge of YN tribal, contract and grant polices and procedures.
- Knowledge of general ledger accounting system.
- Knowledge of the Department of Human Services, the people of the Yakama Nation and the Yakama Indian Reservation.
- Knowledge of YN financial policies and procedures, documents and timeframe necessary for expenditure and accountability of funds.
- Knowledge in use of computer and computer software for area of fiscal management and word processing necessary.
- Ability to communicate and establish a good working relationship with people.
- Ability to complete independent non-routine reports and correspondence.
- Ability to research problem areas in various programs and give solutions.
- Skill in computers and software.
- Skills in computer worksheets, spreadsheets and input.
- Ability to perform user functions.
- Ability to communicate effectively in both oral and writing.
- Ability to research or provide technical assistance in preparation of workshops or training workshops.
- Ability to forecast future year financial documents.

General Recruiting Indicators:

- Two years of college-level courses in accounting. OR,
- Three years of progressively responsible bookkeeping responsibilities with experience in contract/grants or tribal accounting bookkeeping work experience.
- Required to pass a pre-employment drug and alcohol test.