

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-034 **Issue Date:** 02-17-15 **Closing Date:** 03-04-15

Bookkeeper IV
Justice Services Administration
Hourly Wage: \$15.29/Regular/Full-Time

Responsible for the coordination and effective management of all administrative fiscal workflow for the Justice Services Department, involving the highly complex and specialized monitoring of budgets, finance reporting, personnel, property and other organizational data for the Justice Services Deputy Director. These duties encompass the internal controls for bail refunds and information from court records and the coordination of office procedures, and primary responsible for the payment and tracking of all departmental expenditures and maintain the confidentiality of all records within the Justice Services Department.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Revised Law and Order Code.
- Knowledge and use of general office practice and procedures, and appropriate and proper telephone etiquette.
- Ability to take oral instructions and prepare into type written form.
- Ability to understand and apply available Court guidelines and explain such guidelines to general public as necessary.
- Ability to complete all bookkeeping functions, routine and non-routine.
- Ability to investigate problem areas and follow thru on recommended solutions.
- Ability to prepare payroll information and maintain departmental payroll files and information, including payroll actions and leave audits.
- Must be open minded, have good listening skills.
- Ability to work under stressful conditions, and demonstrate good morals and temperate habits.
- Must have knowledge of GAAP principles and internal controls.
- Must be computer literate.

General Recruiting Indicators:

- Graduation from an accredited college preferred, with a minimum of one year of college accounting. Three years of progressively responsible bookkeeping with experience in bookkeeping, accounting functions and office management. OR,
- Have combined education and work experience, on a month-for-month basis progressively responsible accounting work experience for the minimum experiences, which demonstrates the ability to perform the complex job duties mandated by the position.

General Recruiting Indicators:

- Computer literacy, and proficiency.
- Familiarity with, or willingness to learn the Internet for research needs.
- Ability or willingness to work with computerized court docketing system.
- Good Reading, logic, and writing skills.
- General knowledge of Yakama Nation, its member, and history, customs, and traditions.
- Of good moral character and temperate habits.
- Must have current and valid Washington State Driver License and own transportation.
- Must be notary public, or willing to attain within six months of appointment.
- Must never have been convicted of a felon; never been convicted of a misdemeanor within one year of appointment.
- Must have good health based on nature of work and stress involved in work environment.
- Must pass a criminal background check.
- Required to pass a pre-employment drug and alcohol test.