

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-074 **Issue Date:** 05-14-15 **Closing Date:** 05-28-15

2nd Advertisement
Financial Systems Advisor
Finance Office
Department of Finance
Hourly Wage: \$24.90/Regular/Full-Time

The Financial Systems Advisor is responsible to provide a variety of technical accounting, financial and administrative support to the Deputy Director of Finance and the Finance Office. Responsible to provide financial information to management, analyze accounting and finance transactions and evaluate source documentation. Must be able to summarize and effectively communicate accounting and finance information both orally and in writing. Works closely with Finance and Accounting staff to ensure validity of accounting entries and reports. Assists the Deputy Director of Finance in analyzing accounting processes, procedures, financial reporting and data to ensure optimal use of accounting and finance resources. Responsible for troubleshooting accounting software user issues, working closely with the Information Technology Department.

Knowledge, Skills and Abilities:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Fund Accounting.
- Ability to create and customize finance and accounting reports.
- Ability to analyze complex accounting data, summarize and present information both orally and in writing.
- Ability to create complex spreadsheets, forms and graphs in Excel.
- Ability to draft technical training materials and correspondence and provide training.
- Ability to self-manage workload and handle rapidly changing priorities effectively; must be able to discern when issues should be escalated.
- Must be an articulate communicator possessing excellent written and verbal communication skills.
- Ability to maintain a high level of attention to detail and accuracy in preparing and entering financial information; must be able to type, calculate and input data with speed and accuracy.
- Ability to handle a wide variety of sometimes demanding and complex issues.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to effectively use Microsoft Office Software products.
- Ability to establish and maintain effective working relationships with other department staff and YN personnel, supervisors/managers, elected officials and the public.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree with study in related field or five years of professional accounting or finance work experience. Five years of progressive experience and the ability to demonstrate work in finance and accounting may be substituted for education.

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Required to pass a criminal background check.