

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-106 **Issue Date:** 05-27-15 **Closing Date:** 06-02-15

Justice Services Administrative Coordinator

Justice Services Administration

Hourly Wage: \$17.70/Regular/Full-Time/Supervisory

Employee is responsible for the effective and appropriate management of all administrative fiscal workflow for assigned Justice Services Departmental Programs, and will play an essential role in the daily operations of the Justice Services Administration Office. A primary responsibility is for the coordination and effective management involving the highly complex and specialized monitoring of various budgets, finance reporting, personnel files, property and other organizational data for the Justice Services Department. Employee is responsible for maintaining separate budget accounting records for each account, preparing financial statements, statistics, financial documents, budget modifications, journal entries, and budget preparation and editing all documents for accuracy and assuring reporting time lines are met.

Knowledge, Skills and Abilities:

- Must be a proficient user of JD Edwards system, fax, scanner, and Microsoft Office systems: word, Excel, Power Point, and Access.
- Knowledge of fiscal and budgetary rules, regulations, compliance and reporting time lines.
- Knowledge of OMB Circulars and PL-93-638.
- Knowledge of tribal administrative and fiscal policies and procedures.
- Knowledge of the Yakama Nation governmental organization and of the Yakama Nation Revised Law and Order Code.
- Ability to analyze operational problems or questions from staff and apply an effective course of action in accordance with existing policies and procedures.
- Ability to establish and maintain effective working relationships with employees, administrators and the general public. Ability to address problems, issues, and complaints tactfully courteously, and effectively.
- Ability to prepare payroll information and maintain departmental payroll files and information, including payroll actions and leave audits.
- Ability to work under stressful conditions, and demonstrate good morals and temperate habits.
- Ability to understand and execute oral and written instructions.
- Ability to classify accounting transactions, maintain and reconcile accounting, close-out accounts and prepare reports and statements.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, and elected officials.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Bachelor's Degree in Accounting or Business Administration or related field preferred. Or,
- Have a 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.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background criminal convictions check; must never have been convicted of a felony; have not been convicted of a misdemeanor within one year of appointment.
- Must have a current and valid Washington State Driver License and own transportation.
- Must be notary public, or willing to attain within six months of appointment.
- Must have an understanding that this position, may at times, be subject to high stress situations, and have added stress due to competing deadlines and sensitivity of the nature of the position.