

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-107 **Issue Date:** 05-27-15 **Closing Date:** 06-12-15

Bookkeeper V
Revenue Allocation Plan (RAP)
Department of Finance
Hourly Wage: \$16.86/Regular/Full-Time

Under direction, performs paraprofessional accounting duties such as reconciliation, maintenance, monitoring of accounts, and compilation of data based on knowledge of bookkeeping practices, departmental operations, and tribal government financial systems. Is primarily involved in maintaining and reviewing records and processing financial transaction documents using established methods and guidelines. Is involved with fiscal programs. Performs analysis and evaluates financial records. Interprets and applies financial guidelines. Assists in developing and maintaining accounting systems. Performs as a technical specialist with responsibility for control of major groups of funds, budget units, or revenue and expenditure accounts.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation and federal general administrative policies, procedures and practices.
- Knowledge of Yakama Nation Purchasing policies and procedures.
- Knowledge of the Yakama Nation financial software system and ability to utilize it.
- Knowledge of generally accepted accounting practices (GAAP).
- Knowledge of and ability to apply principles and practices of English grammar, punctuation, and spelling.
- Knowledge of and ability to utilize business math.
- Ability to prepare tabular materials, charts, and statistical data.
- Ability to apply leadership, planning, and time management skills to meet daily work assignments.
- Ability to utilize standard office equipment proficiently such as a 10-key calculator, keyboard, printer, copier, telephone, and fax.
- Ability to utilize a computer and assorted computer software such as Microsoft Word, Excel, Power Point, and Access.
- Ability to organize financial records such as activity accounts; monitor and interpret financial data and policies.
- Ability to organize and prioritize workload.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to review and proof read documents and correspondence.
- Ability to file documents alphabetically, numerically, and chronologically.
- Ability to demonstrate dependable work attendance.
- Ability to meet the public, provide assistance, and address problems, issues, and complaints tactfully, courteously, and effectively.
- Ability to establish and maintain satisfactory work relationships with Tribal Council, Tribal/Federal managers, staff, and coworkers.

Necessary Special Requirements:

- AA degree AND two years of bookkeeping experience. OR, four years of bookkeeping experience equivalent to a Bookkeeper IV. OR, may substitute a combination of bookkeeping training, education, and experience totaling four years. Certificates are required.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver License with ability to obtain an YN Tribal Drivers Permit.