

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-159 Issue Date: 08-20-15 Closing Date: 09-03-15

Bookkeeper II
Facility Management
Department of Administration
Hourly Wage: \$12.58/Regular/Full-Time

Responsible to perform administrative Office support and bookkeeping duties which involve typing, filing, cuff accounting, procurement and inventory. Receive and process all payments for the Solid Waste Clean Up Project, EPA/IGAP Solid Waste and USDA Solid Waste Management Program. Monitor assigned program accounts and verify that all expenditures are applied to correct accounts. Establish cuff accounts and reconcile with JD Edwards Ledge Reports. Submit monthly expenditure reports to the Program Manager.

Knowledge, Skills and Abilities:

- Knowledge of basic bookkeeping principles, practices and procedures.
- Knowledge of standard filing principles, practices and procedures.
- Knowledge of basic procurement policies and procedures.
- Knowledge of English grammar, spelling and punctuation practices.
- Knowledge of Yakama Nation administrative policies and procedures.
- Ability to use the JD Edwards financial system.
- Ability to use a computer and basic word processing software.
- Ability to establish and maintain effective working relationships.
- Ability to communicate effectively working relationships.
- Ability to understand and execute oral and written instructions.
- Ability to express ideas and convey information effectively orally and in writing.
- Ability to work independently and productively with minimal supervision.

General Recruiting Indicators:

- Requires a high school diploma or equivalent and one year work experience comparable to a Bookkeeper I or successful completion of a vocational training program and 6-months work experience comparable to a Bookkeeper I.

Special Requirements:

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