

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-119 **Issue Date:** 06-22-16 **Closing Date:** 06-28-16

Bookkeeper IV
Nak Nu We Sha
Department of Human Services
Hourly Wage: \$15.29/Regular/Full-Time

The Nak Nu We Sha Bookkeeper IV position creates financial transactions and financial reports and with that information inputs into the JD Edwards system. The creation of financial transactions includes posting information to accounting journals or the Tribes accounting software from such source documents as invoices to cash receipts and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy. The bookkeeper is responsible to establish and maintain internal controls regarding financial records, and personnel documents within the program. Will ensure fiscal transactions are in compliance with applicable tribal, federal and/or state laws, regulations, grant and/or contract requirements, policies and procedures. Reconciles contract/grants/tribal financial documents with monthly, quarterly and end-of-the year financial reports and statements to the general ledger. Maintains an accessible filing system for authorizations, cuff accounts, journal entries, invoices, cash receipts and correspondence. Ability to work with numbers, to work with tedious and repetitive duties; must be accurate and have the ability to differentiate between various cost codes and accounts. Will be knowledgeable in all budget preparations and/or willing to research financial information for submission to all agencies as so required. Prepare and maintain cuff accounts for tribal/federal/state funding. Prepares and maintains current financial reports on accounts regarding transactions for billings, payroll, accounts receivable, accounts payable, and purchases. Verifies and processes various financial documents for approved (purchase orders, travel orders, etc.). Maintain good working relationships with vendors, general public and all Yakama Nation programs and enterprises.

Knowledge, Skills and Abilities:

- Knowledge of intermediate governmental fund accounting principles, theories, concepts and terms.
- Knowledge of cost and/or general ledger accounting system.
- Knowledge of contract/grants rules and regulations, reporting statements, reporting timelines and compliance.
- Ability to communicate effectively and professionally orally and in writing.
- Ability to handle multi-tasks and set priorities or goals to meet the daily needs of the program.
- Ability to use or learn the JD Edwards financial system, MS Excel, MS Word, and word processing.
- Knowledge of process for budget modifications, purchase orders, journal vouchers, cash receipts, payroll actions, travel authorizations, professional services contracts, timesheets.
- Ability to recognize research and funding problem areas in various programs and present solutions.
- Skills in operation of office equipment associated with the position; computer, word processing, 10 key calculator, Xerox copier, and fax machine.
- Ability to research or provide technical assistance in preparation of conferences and/or training workshops.
- Ability to forecast future financial programmatic needs and prepare documents when requested.
- Knowledge of the Yakama Nation Personnel Policies Manual , Finance Manual, Purchasing Manual, and other manuals pertaining to Indian Child Welfare Act and program objectives.
- Ability to establish and maintain effective working relationships with co-workers, management, the public sector, clientele, and/or tribal/state agencies.
- Knowledge of Yakama Tribal culture and traditions.

General Recruiting Indicators:

- Associate Degree in Administrative field plus two years of working experience as a bookkeeper or three years of progressive responsible accounting/bookkeeping experience which demonstrates the ability to handle responsibilities of position.

Special Requirements:

- Possession of Valid Washington State Driver's license and proper vehicle insurance.
- Ability to acquire a Yakama Tribal Driving Permit.
- Ability to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.