

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2016-186 Issue Date: 09-30-16 Closing Date: Open until filled

**Assistant Accounting Manager**  
**Central Accounting**  
**Department of Finance**  
**Hourly Wage: \$27.46 - \$31.50/Regular/Full-Time**

The employee of this position is responsible for the general management of the office in regards to accounts payable work flow, check runs, journal entry distribution, and maintaining the address book for the Yakama Nation. Employee will provide support and assistance with audit preparation, resolve problematic issues, and monitor and oversee the work of Central Accounting employees. Will be involved in the interviewing process of potential employees, preparation of payroll actions and arranging training for new and existing employees.

**Knowledge, Skills and Abilities:**

- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access, as well as financial reporting systems.
- Knowledge of A87, A102, A133.
- Knowledge of the chart of accounts and program budgets.
- Knowledge of supervisory and management principles and practices.
- Ability to multi-task and work quickly and efficiently.
- Ability to run reports such as trial balances, revenue and expenses, payroll as needed.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to express ideas and convey information effectively; orally and in writing.
- Ability to maintain strict confidentiality.

**General Recruiting Indicators:**

- Minimum of a Bachelor's Degree with three years of progressively responsible office management or bookkeeping experience. Seven years of progressively responsible office management, bookkeeping experience or closely related work experience may substitute for education.
- Required to pass a pre-employment drug and alcohol test.

**Special Requirements:**

- Required to pass a background check.