

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-201    **Issue Date:** 10-21-16    **Closing Date:** 11-09-16

**Bookkeeper III**  
**Branch of Forestry Administration**  
**Department of Natural Resources**  
**Hourly Wage: \$13.21/Regular/Full-Time**

Incumbent assists the Accountant I with administrative, personnel, purchasing, travel authorizations/vouchers and payroll for the Bureau of Indian Affairs Yakama Agency, Branch of Forestry program.

**Knowledge, Skills and Abilities:**

- Knowledge of Micro-Purchases, simplified acquisitions procedures and the government wide commercial credit card.
- Knowledge of the 41CFR Federal Travel Regulations to process and audit federal travel authorizations/vouchers.
- Knowledge and understanding of general cost accounting principles and auditing methods relating to the Bureau of Indian Affairs Federal Budget Management systems.
- Knowledge of various types of time i.e.: annual leave, sick leave, leave without pay, absence without leave, overtime, hazard pay, on-the-job injuries, administrative leave, holiday, restored leave, etc.
- Knowledge of modern secretarial and general office principles, practices and techniques.
- Ability to maintain and establish effective working relationships with the public, BIA and tribal co-workers, tribal and federal officials and other agencies and organizations.
- Ability to communicate efficiently and professionally both in oral and written format.
- Ability to type federal forms and/or documents accurately into the final format.
- Ability to function under multiple tasks and set priorities and/or goals to meet the daily needs of the program.
- Skill and ability to operate personal computer and associated programs i.e.: Microsoft Word, Excel, Publisher, PowerPoint, Concur, QuickTime, Google Mail etc.
- Skill in the operation of office equipment associated with the position: telephone, typewriter, 10-key, and copy and fax machine.

**General Recruiting Indicators:**

- Minimum of at least three years progressively responsible Bookkeeping and/or Accounting maintenance with governmental fund accounting or closely related work experience and at least one year of specialized experience working for the BIA and/or Knowledge of Bureau policies and procedures to cover job duties and responsibilities. OR any work experience, education or training which would demonstrate the ability to perform the job duties.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment Bureau of Indian Affairs background investigation.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal drivers permit.
- Must have ability to demonstrate a good attendance record.