

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-181 **Issue Date:** 07-12-18 **Closing Date:** 07-18-18

Bookkeeper III
Diabetes
Department of Human Services
Hourly Wage: \$13.21/Regular/Full-Time

Is responsible to perform bookkeeping associated with the daily operation of the Diabetes Program. A primary responsibility is the accurate accounting of the federally funded grant monies received by the program. Ensures timelines for submission of budgets and financial status reports (FSR) are met. Is expected to communicate and interact cordially and professionally with co-workers, patients, vendors, I.H.S., and Tribal personnel in sensitive and stressful situations.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping principles, practices, and procedures.
- Knowledge of basic grant and contracting policies and procedures.
- Knowledge of Yakama Nation administrative policies and procedures relative to personnel, finance, purchasing, grants and contracts, supervisory authority, chain of command, confidentiality.
- Knowledge and skill in use of JD Edwards accounting system.
- Knowledge and understanding of the Yakama Nation Diabetes Program mission and goals.
- Skill in use of a computer and assorted software such as Microsoft Excel.
- Ability to effectively communicate both verbally and in writing.
- Ability to work independently, productively, and keep on task.
- Ability to establish and maintain effective working relationships with co-workers, Tribal and IHS-staff, public and private officials, and general public.
- Ability to maintain confidentiality in conducting sensitive and personal business matters relative to the Diabetes Program.
- Ability to multi-task, prioritize work assignments, and complete them in a timely manner with minimal supervision.
- Ability to classify and maintain accounting transactions, reconciles accounts, completes close-outs in a timely manner, and prepares financial reports and statements.
- Ability to accept changes and new ideas initiated for the benefit of the Diabetes Program.
- Ability to reasonably practice and demonstrate healthy life style habits and behaviors in support of the Diabetes Program Mission.

General Recruiting Indicators:

- Must possess a High School Diploma or GED.
- Must have two years of experience as a Bookkeeper II, OR two years progressively responsible accounts maintenance in a closely related position.
- Required to pass a pre-employment drug & alcohol test.
- Must possess a valid Washington State Driver's License.
- Must possess a current First Aide/CPR card or be able to obtain one within the first 6-months of employment.
- Must be able to work flexible work hours when necessary.
- Enrolled Yakama Preference.