

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-198 **Issue Date:** 07-12-18 **Closing Date:** 07-25-18

Bookkeeper V
Revenue Allocation Plan (RAP)
Department of Finance
Hourly Wage: \$16.86/Regular/Full-Time

The position of the Bookkeeper V consists of performing duties by maintaining records using established bookkeeping practices, procedures, and precedents, and to ensure legal required compliance. Bookkeeping practices include any combination of routine calculating, coding, computing, classifying, recording, posting and processing numerical data in maintaining complete accounting records for use in day to day transactions. Responsible for the accuracy of data and data input into the Yakama Nation system for enrolled member's distribution payments. Assists in issuance of enrolled member's distribution payments. Critical features of this job are described under the headings below. They may be subject to change at any time due to reasonable accommodation or other reasons.

Knowledge, Skills and Abilities:

- Expert knowledge in computer skills including Microsoft application.
- Proficiency in mathematics, accounting practices and bookkeeping.
- Ability to be self-motivated with excellent time management skills.
- Ability to operate 10-key, calculator, keyboard, copy machine or any and all business machines to perform calculating and produce documents.
- Must have the ability to follow oral and written instructions, perform detailed work with numerical data, and make arithmetic computations rapidly and easily.
- Must have the ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions.
- Must have the ability to monitor or assess performance of yourself, other individuals or organization to recommend improvements or corrective action.
- Skill in developing standards, analyzing information, dealing with complexity, reporting research results, data entry skills, accounting, attention to detail, confidentiality, and thoroughness.
- Must have the ability to apply punctuation, spelling, and proofread correspondence and communicate verbally and in writing.
- Ability to comply with and demonstrate dependable work attendance.
- Ability to comply with tribal and federal policies, procedures and regulations.

General Recruiting Indicators:

- Post-secondary courses of up to two (2) years in areas such as accounting or business administration and 2 years bookkeeping experience. Or, four years of bookkeeping experience or may substitute a combination of bookkeeping training, education and experience on a month for month basis. Certificates required.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.