YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # **2018-291** **Issue Date:** **01-15-19** **Closing Date:** **Open Until Filled**

Accounting Advisor
Fisheries FRM
Department of Natural Resources
Hourly Wage: $16.86/Regular/Full-Time

Is responsible for the financial activities associated with processing, coordinating and managing various federal/state/tribal funded grants and contracts. Duties include contract and grant specialization in solicitation, negotiation, cost and price analysis, administration and termination of contracts/grants; cost accounting principles, theories, concepts, and practices in a variety of difficult and complex accounting problems associated with the grants and contracts funding administration. Assures the needs are met for fiscal audit to complete financial statements. Coordinates activities associated with the preparation of various budgets for grant/contract proposals. Plans and organizes accounting system. Make day-to-day decisions relative to the accounting treatment of financial transactions. Recommend solutions to complex accounting problems. The scope and magnitude of responsibilities and possible ramifications of decisions made may affect the overall fiscal operations of the program and requires an in-depth knowledge in accounting principles and theories involving grant/contract laws, regulations, policies, procedures associated with federal/state/tribal funded programs. Provide assistance and advice regarding complex and unusual problems.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, theories, concepts, and terms, (i.e. GAAP, OMB Circulars A-87, A-102.).
- Knowledge of current literature, developments, and trends in the area of accounting.
- Knowledge of basic methods and techniques of governmental fund accounting.
- Ability to communicate professional judgment; and provide procedures for compliance relative with established goals and policies for overall program.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements in relationship to JD Edwards financial system.
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.
- Ability to plan and direct the activities of a group of subordinates of Fisheries Office Staff.
- Ability to establish and maintain effective working relationships with employees, administrators, and the public.
- Ability to communicate orally and in writing.
- Must have knowledge and be skilled in the use of personal computers, software, i.e., Excel, MS Word, Quicken, general office machines, 10-key calculator.

General Recruiting Indicators:

- Minimum requirements include graduation from a four-year college or university with major course work in accounting or related course, and one year of professional accounting work experience. OR Substituting on a month-to-month basis, 4-6 years progressively responsible contract/grant accounting work experience for the minimum education. Prefer Grants and Contracts Management, Procurement for Federal Program, Bookkeeping For Federal Programs, OMB Circulars A87-A102.

Special Requirements:

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