

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-221 **Issue Date:** 08-22-19 **Closing Date:** 09-06-19

Administrative Accounting Advisor
Environmental Restoration Waste Management
Department of Natural Resources
Hourly Wage: \$20.49/Regular/Full-Time
Location: Yakima

Responsible for program funding established for ERWM program through Department of Energy cooperative Agreement and all funds allocated for program projects through the (PA) Programmatic Agreements, (MOA) Memorandum of Agreement, (MOU) Memorandum of Understanding process. This position is under the direction of the Program Administrator and is responsible for processing, coordinating, communicating and managing program funding and reporting. Coordinates and prepares budgets, budget modifications, draw downs, reconciliations and financial reports. Responsible to respond to audit and End of Year Review. Responsibilities include processing all program financial documents that involve coordination with ERWM program staff, DNR administration, Finance, Grants and Contracts, Central Accounting, Office of Legal Counsel and Tribal Council do develop and maintain financial information. Will coordinate and maintain records and generate monthly report updates on MOU's PA's, and all financial data related to each agreement. This position will maintain up-to-date program records and process paper work to draw down funding in a timely manner.

Responsible for administrative detail related to developing project work plans and determining contract service needs and compliance with the YN ERWM 5years cooperative agreement with the Department of Energy. Coordinates financial resources and works with assigned ERWM staff on project budget and contracting detail. Assist staff in development and project status reports, presentations and talking points as requested by ERWM and DNR management.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, theories, concepts, terms (i.e, GAP, OMB Circulars A-87, A-102) Yakama Nation's Treaty and Treaty Rights.
- Knowledge of Tribal, State and Federal funding requirements.
- Skilled in use of personal computers, software, and use of JDE, Excel, MS Word, and Quicken.
- Strong analytical ability, excellent writing and research skills.
- Ability to classify accounting transactions, Maintain and reconcile accounts, prepare reports and statements.
- Ability to plan and direct staff meeting program requirements.
- Ability to provide reports both written and oral, committee actions, for actions taken and decisions and approvals necessary in protection of program developments.
- Ability to maintain confidentiality of sensitive information.
- Ability to obtain a DOE Hanford Site access badge.
- Ability to maintain confidentiality of sensitive information.

Minimum Requirements:

- Bachelor's Degree in Accounting or related field.
- Two years of progressively responsible accounting work experience.
- Required to pass a pre-employment drug test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Experience in Grants and Contract Management, Procurement for Federal Program, Bookkeeping for Federal Programs, OMB Circulars A87-A102.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.