

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-226 **Issue Date:** 08-22-19 **Closing Date:** 09-06-19

Assets Specialist
Property & Acquisition
Department of Finance
Hourly Wage: \$17.70/Regular/Full-Time

The Assets Specialist maintains and monitors applicable accounting records for non-capital assets including analyzing and recording asset acquisitions and asset disposals by asset category. Maintaining and updating Asset Management System with all assets and pertinent information on a daily basis. Oversees and administers a government-wide asset management system implemented to track and maintain accountability of assets. Utilizes knowledge relative to purchasing compliances and asset management controls. Ensure accurate reporting of all assets, including preparing all documentation for each record and maintaining an efficient filing system. Prepares, processes, and maintains asset data by properly identifying, tagging, and recording. Utilizes technical knowledge relative to purchasing compliances and asset management controls. Conducts physical inventories of tribal non-capital assets and reconcile to the asset database; identifying inadequate, inefficient, or ineffective internal controls and recommending improvements.

Knowledge, Skills and Abilities:

- Knowledge of grants & contracts policies & procedures.
- Knowledge of the Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB) and accounting procedures.
- Knowledge of procurement and asset management standards and procedures, laws, rules and regulations.
- Ability to operate large amounts of data and to compile detailed reports.
- Ability to maintain confidentiality of work related information and materials.
- Ability to communicate effectively both orally and in writing. Comprehend and follow written and verbal instruction.
- Ability to work independently and productively. Demonstrate initiative and maintain a positive attitude.
- Ability to learn applicable features of accounting system for inventory, reports, tracking and records management of assets.
- Add value and improve operations by bringing a systematic and disciplined approach to the effectiveness of risk management, control, and governance processes.
- Experience in business administration, financial diagnosis, analyzing information, research skills, reporting research results, verbal communication, integrity and trust, project management, attention to detail, objectivity.
- Have strong customer service skills and the ability to maintain an effective working relationship and to deal tactfully and diplomatically with the general public, peers, and colleagues.
- Advanced computer skills on MS Office, accounting software, asset management system and databases.
- Problem solving and analytical skills, coupled with demonstrated ability to work with conflicting deadlines and attention to detail.
- Business dress attire is required, however casual dress attire is permitted for scheduled physical inventory and/or other site visits.
- Excellent time and attendance.

Minimum Requirements:

- High school diploma or equivalent.
- Four years of experience in inventory control or fixed assets work experience and applicable practices.
- An equivalent combination of training and experience or education which would demonstrate the ability to perform the work.
- Required to pass pre-employment drug test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- NPMA Certification (CPPS or CPPA) preferred.