

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**

Announcement # 2020-134 **Issue Date:** 09-09-20 **Closing Date:** 09-15-20



Bookkeeper IV
Fisheries YKFP
Department of Natural Resources
Hourly Wage: \$15.29-\$17.54/Regular/Full-Time

Responsible for complex bookkeeping duties for the Yakima/Klickitat Fisheries Project. Responsible for financial reports as required by Bonneville Power Administration. Assure compliance with all Federal, State, Tribal, and Project regulations. Employee will work directly with Program Coordinator to assure established policies and procedures of the Yakama Nation and funding agency are followed. Work is reviewed for accuracy of records and timely reporting according to established rules and regulations.

Examples of Work Performed:

- Prepare budget proposals, budget modifications, close-out of projects and sub-contracts.
- Responsible for assurance that data used for financial reports is correct.
- Maintain correspondence with various vendors and governmental agencies.
- Maintain close coordination with supervisor, Central Accounting office, Grants & Contracts office, and various sub-contractors for the Yakima/Klickitat Fisheries Project.

Knowledge, Skills and Abilities:

- Knowledge of 2CFR 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Knowledge of JD Edwards finance system, Quicken Cuff Accounting, MS Excel, MS Word, cbfish.org, and software programs required by funding agencies, grants.gov and grants online as required by funding agencies.
- Knowledge of double entry fund accounting systems.
- Knowledge of policies, procedures, and practices applicable to Tribal and Funding Agency requirements of: BPA, NOAA, Tribal, WDFW, and other applicable agencies.
- Ability to plan and organize work and complete tasks independently.
- Ability to complete all bookkeeping functions, routine and non-routine in specialized area, by planning and prioritizing workload.
- Ability to maintain and reconcile accounts to general ledger, classify accounting transactions, close accounts, and prepare financial reports and statements.
- Ability to analyze financial data, research conclusions, and communicate findings to supervisor.
- Ability to understand and execute complex oral and written instructions and apply available guidelines to widely variable situations.
- Ability to work with sub-contractors to prepare budgets, receive statement of work and deliverables, and prepare budget modifications as required.
- Ability to reconcile Cash Balance comparing data from funding agency to JD Edwards.
- Ability to establish and maintain effective working relationships with coworkers, funding agency, vendors, and the general public while maintaining professionalism at all times.

Minimum Requirements:

- Three years of progressively responsible work experience as a Bookkeeper III or equivalent, which includes governmental fund accounting, sub-contracting experience, or closely related fields.
- Two years of work experience with JD Edwards Financial System, Quicken Cuff Accounting, MS Excel and MS Word computer programs.
- Two years of work experience with financial reporting and knowledge of requirements of federal contracts, state contracts and private funding agencies.
- Work experience and general knowledge of 2 CFR 200.
- Ability to pass a pre-employment drug test.
- Must possess a Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.