

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-165 **Issue Date:** 07-25-17 **Closing Date:** Open Until Filled

Accounting Manager
Central Accounting
Department of Finance
Hourly Wage: \$36.79-\$42.21/DOQ/Regular/Full-Time/Supervisory

The Accounting Manager is responsible for all areas relating to financial reporting, completes complex fiscal management and coordinates with other Yakama Nation programs including, but not limited to: Property and Acquisitions, Information Technology, Grants and Contracts and Insurance. This position will be responsible for developing and maintaining accounting principles, practices and procedures, managing the team to ensure work is allocated for accurate and timely, monthly and quarterly financial statements. They will be available to provide accurate financial information in a timely manner and provide technical assistance to the Deputy Director of Finance and Finance Officer as requested. Will develop and train staff to handle all functions of financial accounting and reporting which requires cross training.

Knowledge, Skills and Abilities:

- Knowledge of the statutes, theories, practices, and methods of governmental accounting, financial management, financial investments, asset control, credit and monetary resources and fiduciary responsibilities to the Yakama Nation.
- Knowledge of financial management systems and auditing requirements, practices and policies.
- Knowledge of computerized accounting tracking systems-including JD Edwards and integrity issues.
- Knowledge of and experience with administrative management practices and procedures, as well as, staffing and organizing requirements.
- Ability to commit to protecting the financial interests of the Yakama Nation.
- Ability to adopt the reporting requirements of Governmental Accounting Standards Board (GASB).
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions.
- Ability to establish and maintain effective working relationships with other department staff, supervisors/managers, elected officials, and the public.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisor, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in business Administration or Public Administration with 5 years' experience in governmental accounting with at least 3 years of supervisory experience. **OR**
- Ten years of governmental accounting experience with at least 3 in a supervisory capacity may substitute for education.
- Certified Public Accountant (CPA) is preferred but not required.

SPECIAL REQUIREMENTS:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background and financial background check.
- Yakama Enrolled Preference.