

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-285      **Issue Date:** 12-06-18      **Closing Date:** 12-12-18

**Buyer**  
**Property & Acquisition**  
**Department of Finance**  
**Hourly Wage: \$13.21/Regular/Full-Time**

Serves as the front desk reception pertaining to the mail room, shipping & receiving, and acquisition. Responsible for maintaining an acquisition system for materials, supplies, and capital assets for internal purposes. This includes major equipment supervised by the Yakama Nation regardless of funding source. Administers program basic bookkeeping responsibilities and file maintenance. Processes and/or confirms purchase orders. Analyzes and makes bid summary recommendations for tribal programs. Approves purchase orders. Uses computer software programs for preparing and processing acquisition documents. Maintains related records and/or databases. Performs receptionist and clerical duties that include computer data entry. Utilizes the JD Edward's accounting system for all phases of acquisition.

**Knowledge, Skills and Abilities:**

- Knowledge of basic acquisition principles, policies, and procedures, and general office practices and procedures.
- Knowledge of basic bookkeeping principles and practices.
- Knowledge of basic contracting principles and practices relative to acquisition services, supplies, equipment, and funding source.
- Knowledge of the Generally Accepted Accounting Practices (GAAP) and Governmental Accounting Standards Board (GASB).
- Knowledge of OMB circular(s) that apply to tribal organizations.
- Ability to obtain bids and/or proposals for supplies and equipment.
- Ability to conduct research via telephone, computer, or catalog to obtain vendor information for items requisitioned.
- Ability to perform typing work at an acceptable level of proficiency, as required by the position.
- Ability to establish and maintain effective working relationships as required by the work assignment.
- Ability to speak in a clear, concise, well-modulated voice, as required by the position.
- Ability to understand and apply available guidelines to varied operational requirements and to follow clearly stated oral and written instructions.
- Ability to demonstrate strong customer service skills and the ability to meet and deal with the public in a professional, pleasant and courteous manner, and at times in stressful situations.
- Ability to demonstrate initiative and maintain a positive attitude.
- Ability to demonstrate professional telephone etiquette skills.
- Ability to operate equipment associated with the position in a proper manner.
- Proficient in various personal computer applications, including Microsoft Word, PowerPoint, Excel, Access, and JD Edward's Accounting System.

**General Recruiting Indicators:**

- Minimum of a High School diploma or G.E.D. required with experience working in a professional office environment possessing strong organizational skills. OR,
- Substitute on a month-to-month basis, successful completion of a vocational secretarial or training program, or college course work in a relative field up to a minimum of 6 months. OR,
- Any experience or education which would demonstrate the ability to perform the work.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver's license with ability to obtain a Yakama Nation Tribal Driver's permit.
- Business dress attire required.
- Must have demonstrated record of excellent time and attendance.