

YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT

Announcement # 2019-095 Issue Date: 04-26-19 Closing Date: 05-16-19



Bookkeeper III
Yakama Language
Division of Cultural
Hourly Wage: \$13.21-\$15.16/Regular/Full-Time

Is responsible to perform accounting duties for Tribal Treasury and Federal Grant/Contract funding sources. Prepares budget proposals, modifications, and quarterly-annual-closeout reports. Also provides clerical office assistance as needed. Requires skill in bookkeeping and secretarial responsibilities. Work includes checking documents for accuracy and processing payments. Ensures Grants and Contracts are current. Prepares purchase orders, travel authorization, and Grants/Contract. Willing to learn some Sahaptin background and experience speaking, understanding, or writing Indian Languages.

Knowledge, Skills and Abilities:

- Knowledge of Tribal policy manuals (travel, finance, purchasing, personnel, etc.)
- Knowledge of Yakama language, customs, and traditions.
- Knowledge of accounting principles, practices, theories and techniques.
- Knowledge of business English and business math.
- Ability to learn linguistics terminology.
- Ability to effectively use technical writing techniques.
- Ability to operate standard office equipment such as copier, fax, calculator, etc.
- Ability to work independently and productively.
- Ability to maintain confidentiality.
- Ability to utilize the JD Edwards accounting system.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to multi-task in handling of work assignments and contracts.
- Skill in operating a computer and assorted software.

Minimum Requirements:

- Must have high school diploma or GED.
- Three years of work experience as a Bookkeeper II.
- Required to pass pre-employment drug test.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.

Preferred Requirements:

- Associates Degree in Accounting or related field.
- Two years experience in responsible secretarial-bookkeeping.