

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-125 **Issue Date:** 08-28-20 **Closing Date:** 09-18-20

Bookkeeper IV
Wildlife
Department of Human Services
Hourly Wage: \$15.29/Regular/Full-Time

Responsible for performing office support work, especially budget management and bookkeeping for all Wildlife Resource Management Program's Grants and Contract accounts. This position requires skills in bookkeeping tasks directly related to the JD Edwards system. Duties include maintaining financial records, preparing budgets, processing payments through JD Edwards. Responsible for the financial accounting and reporting program financial grants and contracts are in compliance.

Relieves the project leader of non-technical tasks, and helps as a confidential secretary. Maintains correspondence and coordination with contracting agencies, governmental offices, sub-contractors and Central Accounting. This person will assist the Program Coordinator and other related staff to plan and organize office workflow for Wildlife Resource Management.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping/accounting principles, concepts and procedures.
- Knowledge of fiscal and budget rules and regulations.
- Knowledge of Yakama Nation policies and procedures.
- Knowledge of general office principles, practices, and techniques.
- Knowledge of grant and contract rules and regulations, reporting in a timely manner.
- Ability to communicate effectively both orally and written form to the general public, tribal members, tribal officials, and professionals outside of Wildlife Resource Management.
- Ability to comprehend oral and written instructions and implement accordingly.
- Ability to establish and maintain effective working relationships with employees, public and private officials, and the general public.
- Ability to perform typing and 10-keying at a level of proficiency.
- Ability to apply general guidelines to facilitate efficient completion of tasks.
- Skills in operation of equipment associated with the position; computers, calculators, typewriters, copying machines, fax machines.
- Demonstrate reliability and punctuality. Exhibit above average time and attendance.

Minimum Requirements:

- Requires High School Diploma.
- Two years experience as a bookkeeper III or closely related work experience.
- Required to pass a pre-employment drug test.
- Must possess a valid Washington State Driver's License with ability to obtain a Yakama Nation Tribal Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Associate's Degree in business, accounting or related field with two years work experience.