

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2017-222      **Issue Date:** 10-11-17      **Closing Date:** 10-24-17

**Bookkeeper III**  
**YN Fisheries YKFP**  
**Department of Natural Resources**  
**Hourly Wage: \$13.21-\$15.16/Regular/Full-Time**

Responsible for Accounts Payable, Accounts Receivable and for posting data to the JD Edwards Finance system. Process orders and payments to vendors and employees as required for day to day business. Complete payments and control expenses by receiving, processing, verifying and reconciling invoices/receipts from vendors. Detail work is required to assure all expenditures are paid and recorded in a timely and efficient manner. Prepares all travel arrangements for YKFP staff foreign travel included. Accurately compute Per Diem following Federal Travel Regulations. Responsible to post to cuff accounts and assure all documents are on file as back up documentation for financial reports. Processing of orders by YKFP biologists, check mail for incoming bills, contact vendors regarding questions on orders, post financial transactions to cuff account in a timely manner. Also day to day operations include contact with co-workers, vendors, tribal departments and the general public, requiring a professional attitude at all times.

**Knowledge, Skills and Abilities:**

- Knowledge of the JD Edwards financial system.
- Knowledge of Accounts Payable/Receivable.
- Knowledge of policies and procedures applicable to Yakama Nation and Federal Funding Agencies.
- Knowledge of Cuff Accounting.
- Knowledge of MS Excel and MS Word.
- Ability to work independently and with a team in a fast paced and high volume environment with emphasis on accuracy and timeliness.
- Ability to perform mathematical computations quickly and accurately.
- Ability to update job knowledge by participating in educational opportunities.
- Strong problem solving skills, basic accounting principles knowledge, documentation skills, research and resolution skills and ability to multi-task.

**General Recruiting Indicators:**

- Minimum of a High School Diploma or equivalent and two years of progressively responsible office work experience at a level equivalent to a Bookkeeper I. May substitute, on a month for month basis, successful completion of college level course work or training in office principles and practices for the minimum experience to a maximum of six months. OR any work experience or education which would demonstrate the ability to perform the work.

**Special Requirement:**

- 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 and have the ability to obtain a valid Yakama Tribal Driver's Permit.