

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



Announcement # 2018-100 Issue Date: 03-14-18 Closing Date: 03-20-18

**Accountant I**  
**Tribal Insurance**  
**Department of Finance**  
**Hourly Wage: \$20.49/Regular/Full-Time**

Responsible to maintain an automated bookkeeping system using quick books for all program accounts. Employee must be able to prepare financial reconciliation of monthly investment transactions for the Employee Retirement and the 401K account. Identifies and analyzes all financial entries on the Detailed Distribution Report and reconciles with program records. Incumbent must be able to reconcile bank statements monthly for the Group Health and Worker's Compensation Accounts. Must prepare a final annual reconciliation for the Actuarial Report of all financial transactions on the Defined Benefit Plan. Responsible to regularly review and reconcile records and statements for a multitude of tribal assets worth millions of dollars.

**Knowledge, Skills and Abilities:**

- Knowledge of governmental and accounting principles, theories, concepts and terms.
- Knowledge of governmental funding.
- Knowledge of basic investment practices.
- Knowledge and ability to utilize basic mathematics in conducting daily financial reconciliations.
- Skill in use of a calculator and standard office equipment such as fax, copier and phone.
- Ability to establish and prioritize work assignments and meet deadlines.
- Ability to establish and maintain effective working relationships with medical providers, tribal programs personnel, clients and co-workers.
- Ability to classify accounting transactions, maintain and reconcile accounts, close out accounts and prepare financial reports and statements.
- Ability to exercise good judgement in handling insurance and medical matters.
- Ability to be tactful when dealing with the public.
- Ability to maintain strict confidentiality in matters dealing with employee personal health issued, program files and records.
- Ability to work independently with minimal supervision.
- Ability to be productive and complete work assignments timely.
- Ability to effectively communicate orally and in written form.
- Ability to utilize a computer and assorted software.
- Ability to work under stress.

**General Recruiting Indicators:**

- A Minimum of an Associate's Degree in accounting or bookkeeping AND two years work experience in progressively responsible bookkeeping or accounts maintenance position OR may substitute successful completion of a certified two-year bookkeeping or accountant program or course.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.