

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-146 **Issue Date:** 05-08-18 **Closing Date:** 05-21-18

Bookkeeper V
(2) Positions
Central Accounting
Department of Finance
Hourly Wage: \$16.86/Regular/Full-Time

Incumbent is responsible for numerous functions within the Central Accounting Office. Those duties include but are not limited to, accounts receivable, accounts payable, travel authorizations, records management, address book maintenance, pre-payments, positive customer service, 1099 review and distribution for the Yakama Nation. Analyzes/audits documents for accuracy and verification of funding sources, budgets, line items, timelines, and appropriate vendor address. Ensures compliance with applicable accounting policies, regulations, and procedures. Responsible to analyze purchase orders, requisitions, process travel authorizations, cash receipts, pre-payments and journal entries. Prepares monthly/quarterly financial reports. Professionally communicates with all program bookkeepers to resolve payment or receivable issues. Maintains strict confidentiality of work content.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, practices and terminology.
- Knowledge of OMB uniform guidelines requirements, practices and procedures.
- Knowledge of JD Edwards financial accounting system.
- Knowledge of Grants & Contracts policies, procedures and compliance requirements.
- Skill in use of computer and assorted software programs.
- Skill in operating standard office equipment such as 10-key calculator, copier, scanner, fax machines, and typewriters.
- Ability to maintain a high level of accuracy in preparing and entering financial information.
- Ability to plan, organize, prioritize, and complete tasks independently with minimal supervision.
- Ability to prepare financial reports and statements.
- Ability to generate a journal entry when required.
- Ability to communicate effectively in writing and verbal presentation.
- Ability to work under stress relative to maintaining timeframes and meeting deadlines.
- Ability to maintain confidentiality.
- Ability to maintain internal controls and separations of duties as requires.

General Recruiting Indicators:

- Minimum of an Associate of Arts degree preferably in Accounting or related field or three years of professional accounting work experience.
- Successful completion of a certified bookkeeping class, vocation program, or four years bookkeeping experience may substitute for education.

Special Requirements:

- Required to pass pre-employment drug test.
- Required to pass a criminal background check.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.