

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-311 **Issue Date:** 11-02-18 **Closing Date:** _____ **Open Until Filled** _____

Revenue Manager
Revenue
Department of Finance
Hourly Wage: \$27.46/Regular/Full-Time

Responsible for all administrative aspects of Yakama Nation Motor Vehicle Licensing, Business Licensing, Firework Permits, Closed Area Courtesy Permits, Gas Tax, and Cigarette Tax. Handles daily contact with the public; processes applications for new licenses and permits, processes renewals of motor vehicle registrations, handles transfers of motor vehicle titles and duplicate titles; and uploads motor vehicle data to all applicable databases. Also handles all applications, questions, and renewals of YN Business Licenses, and Gas and Cigarette Taxes.

Knowledge, Skills and Abilities:

- Knowledge and proficiency in computer use, specifically Microsoft Office products including, Word, Excel, Power Point, and Access, with the ability to monitor the maintenance of a database system.
- Knowledge of the rules and regulations governing YN Licensing, specifically YN Law and Order Code, Title 50, and any other applicable law, rule, or regulation.
- Knowledge of Taxation of Gas and Cigarettes and enforcement of collection of revenue under the governing YN Laws.
- Knowledge of the YN Personnel Policies Manual, YN Records Management Manual, and YN RYC Business Licensing section.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality enforcing YN law as it pertains to the YN Licensing, refraining from dishonest or unethical behavior.
- Ability to remain flexible to changes in assignments or situations, priorities and handle frequent interruptions to ensure successful development and administration of YN Licensing.
- Ability to understand and execute complex oral or written instructions and to apply available guidelines to widely varied situations
- Ability to work well as part of a team, with the ability to present complicated information in a way that is easy to understand.
- Ability to establish and maintain effective working relationships with Yakama Nation Tribal Police, outside law enforcement agencies, other department staff, supervisors/managers, elected officials, and the public.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to accomplish assigned administrative tasks with general direction and minimal supervision.
- Ability to exercise independent initiative and judgment.
- Ability to accept criticism and deal calmly and effectively with high stress situations.
- Ability to provide effective and competent written reports to meet demands of YN Licensing and Yakama Nation Public Safety Chief of Police and YN Community for taxation enforcement.
- Ability to demonstrate accuracy and attention to detail in typing, filing retention/retrieval and record keeping.

Minimum Requirements:

- Minimum of a Bachelor's Degree with 2 years of accounting related and management experience in a comparable environment.
- Five years of increasing levels of professional experience and the ability to demonstrate the work in an administrative role in a multi-faceted department may be substituted for education.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.
- Never been convicted of a felony or misdemeanor.
- Proven record of regular and punctual attendance; strong work ethics.

Preferred Requirements:

- Prefer the applicant have some experience in a regulatory capacity.