

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-077 **Issue Date:** 06-05-19 **Closing Date:** 06-13-19

Bookkeeper V
Tribal School
Department of Human Services
Hourly Wage: \$16.86/Regular/Full-Time

Under general direction, performs complex financial record keeping, prepares financial reports and reimbursement claims. Receives deposits and incoming monies, trains accounting staff as needed. Prepares projections and analysis, and performs related work as required.

Knowledge, Skills and Abilities:

- Knowledge of accounting theories and principles.
- Knowledge of tribal administrative policies and procedures.
- Knowledge of the Yakama Nation governmental organization.
- Knowledge and ability to learn the JD Edwards system.
- Knowledge of grant, contracting, and purchasing policies and procedures.
- Knowledge and proficiency in computer use, specifically Microsoft Office products.
- Knowledge of the requirements of Background Check/Adjudication process.
- Knowledge of Washington State certification requirements for all teaching, administrative, and teaching assistant staff.
- Knowledge of Every Student Succeeds Act (ESSA) Highly Qualified expectations.
- Ability to remain flexible to changes in assignments or situations, priorities, and handle frequent interruptions.
- Ability to establish and maintain effective working relationships with other YNTS staff, supervisors, managers, elected officials, and the public to ensure a positive work environment.
- Ability to meet the public and address problems, issues, and complaints tactfully, courteously, and effectively.
- Ability to manage multiple complex projects and tasks with competing deadlines.
- Ability to communicate effectively, orally and in writing, with all levels of personnel including employees, supervisors, elected officials, etc.
- Ability to demonstrate a high degree of personal integrity and be able to maintain strict confidentiality.
- Ability to work independently and productively with minimal supervision.
- Ability to forecast future year financial documents.
- Ability to attend meetings, trainings, and conferences as requested.

Minimum Qualifications:

- Associate's Degree with three years of experience comparable to a Bookkeeper IV OR 6 years of progressively responsible work experience as a bookkeeper demonstrating the ability to successfully complete the tasks as outlined may be substituted for education.
- Required to pass pre-employment drug test.
- Required to pass a background check according to YNTS requirements, which includes no history of child abuse, neglect and no history of drug or alcohol abuse.
- Must have First Aid/CPR card or obtain within 6 months of hire.
- Must have 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.