

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-095 **Issue Date:** 05-09-17 **Closing Date:** _____ **Open until**
Filled

Financial Administrative Accounting Advisor
Department of Finance
Hourly Wage: \$31.78/Regular/Full-Time

The Financial Administrative Accounting Advisor is responsible for providing financial, administrative, and office support to ensure, effective, efficient and accurate financial and administrative support to the Deputy Director of Finance. Performs technical financial functions including preliminary budget development, modification and analysis, projection and procedure development.

Knowledge, Skills and Abilities:

- Knowledge of the current accounting software system and be able to provide technical support when necessary and/or use the accounting software to perform transactions.
- Knowledge of governmental accounting principles, theories, concepts, and terms. Knowledge of tribal government organization structure.
- Ability to maintain standards of professionalism, in terms of confidentiality and work ethic.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation.
- Ability to maintain a high level of detail and accuracy in preparing and entering financial information.
- Ability to demonstrate excellent communication skills (both verbal and written) including phone etiquette skills.
- Ability to work with minimal supervision and be a team player.
- Ability to assist with overflow, special projects and day-to-day tasks.
- Ability to multi-task and manage priorities effectively.
- Ability to demonstrate good judgment and problem solving skills.
- Ability to express ideas clearly and concisely both in writing and verbally.
- Ability to perform typing and computer work at an acceptable level to meet the needs of the position.

General Recruiting Indicators:

- Bachelor's Degree with a major course work in accounting or a related field and four years of professional accounting work experience. Ten years of progressive experience and the ability to demonstrate work in a financial administrative role may be substituted for education.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License, with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Yakama enrolled preference.