

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-130 **Issue Date:** 08-08-17 **Closing Date:** 08-22-17

Bookkeeper II
YN Fisheries FRM
Department of Natural Resources
Hourly Wage: \$12.58/Regular/Full-Time

Responsible for clerical, receptionist, and secretarial related tasks within the Fisheries Management Program. Work is moderately complex, demanding accuracy with fingers, accurate typing and knowledge of technical and scientific terminology.

Knowledge, Skills and Abilities:

- Knowledge of JD Edwards System.
- Knowledge of Quicken Software.
- Knowledge of modern secretarial practices as required by the position.
- Ability to perform typing and secretarial practices as required by the position.
- Ability to establish and maintain effective working relationships as required.
- Ability to meet and deal with tribal membership and general public in a pleasant and courteous manner.
- Ability to operate equipment associated with the position in a proper manner.
- Ability to follow oral and written instructions.
- Ability to maintain accurate data and compose reports.

General Recruiting Indicators:

- Minimum of at least one year experience as a Bookkeeper I or may substitute on a month to month basis upon successful completion of course work or training equivalent to position.

Special Requirements:

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