

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2017-151 **Issue Date:** 07-12-17 **Closing Date:** 07-26-17

Bookkeeper IV
YN Comprehensive Community Alcoholism
Department of Human Services
Hourly Wage: \$15.29/Regular/Full-Time

Is responsible for the financial activities associated with processing, coordinating and managing various federal/state/tribal funded grants and contracts for the program. Primarily involved in maintaining and reviewing records and processing financial transaction documents using established methods and guidelines. Responsible for performing a professional operating level of financial and compliance monitoring of various complex grants/contracts. Duties include: contract and grant specialization in negotiation, cost and price analysis, compilation of data per funding source, administration and termination of contracts/grants, closing out financial fiscal years that vary per funding source; costs accounting principles, theories, concepts, and practices in funding administration. Coordinates activities associated with the preparation of various budgets for grant/contract proposals from the State. Plans, organizes accounting system, cuff accounts, monthly, quarterly, annual financial reports. Make day to day decisions relative to the accounting treatment of financial transactions, accounts payable and travel arrangements which involves the understanding of federal travel regulations. Recommend solutions to complex accounting situations. The scope and the magnitude of responsibilities and possible ramifications of decisions made effect the overall fiscal operations of the program and requires an in-depth knowledge in accounting principles and theories involving grant/contracts laws, regulations, policies, and procedures associated with federal/state/tribal funded programs. Provide assistance and advice regarding complex and unusual problems.

Knowledge, Skills and Abilities:

- Knowledge of bookkeeping/accounting principles, theories, concepts and procedures
- Knowledge of JD Edwards Finance system, Cuff accounting, MS Excel, Word and software programs required by funding agencies involving data collections, fiscal financial forms on line as required by funding agencies.
- Knowledge of governmental fund accounting principles, policies, procedures, practices applicable to Tribal and Funding agency requirements of DBHR, Medicaid, PG Funds, I.H.S/PAO and other funding agencies.
- Knowledge of current literature, developments, and trends in the areas of accounting.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements in relationship to the JD Edwards Financial System.
- Ability to communicate professional judgement; and provide procedures for compliance relative with established goals & objectives, scope of work, mission statements, and policies for the overall program.
- Ability to establish and maintain effective working relationships with co-workers, employees, administrators, vendors, and the general public.
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.
- Ability to understand and execute oral and written instructions and apply available guidelines to varied situations to communicate effectively verbally and in writing with fellow employees, vendors, and state agencies.
- Must have knowledge and be skilled in the use of personal computers, software, i.e. Excel, MS Word, Quicken, general office machines, 10-key calculator.
- Ability to work with sub-contractors, preparing professional contracts, budgets, background checks, and deliverables to meet funding protocol.
- Ability to organize and prioritize work load, planning and time management skills to meet daily work assignments, working directly with the Program Manager.
- Ability to file documents alphabetically, numerically, and chronologically per funding source.
- Ability to maintain strict confidentiality while working with, near proximity, or handling highly confidential files, sensitive correspondence, financial records and other client privileged materials and information pertaining to official CCAP business.

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General Recruiting Indicators:

- Associates degree in bookkeeping OR, two years bookkeeping experience equivalent to a Bookkeeper III OR, a combination of bookkeeping training, education, and experience totaling four years. Or Two years' experience working successfully with the JD Edwards accounting system and/or 4-6 years of progressively responsible bookkeeping work experience substituting, on a month for month basis or a closely related subject associated with the functions of the position. Must have strong skills in subcontracting. Two years' experience with financial reporting and knowledge of requirement of Federal/State contracts and private funding agencies.

Special Requirements:

- Required to pass a pre-employment drug & alcohol test.
- Ability to pass a medial physical examination and TB Skin Test and Blood Borne Pathogens test.
- TB screening documented.
- Current CPR/First Aide Card required.
- Ability to lift 20 lbs. and/or stand for 30 minutes at a time.
- Must be of good moral character.
- Yakama enrolled preference.
- Must have a Valid Washington State Driver's License and ability to obtain a Tribal Permit.
- Must pass a Washington State Patrol Criminal Background Check.