Announcement #	2018-079	Issue Date:	02-28-18	Closing Date:	03-13-18

Cash-Receivables Accountant
Department of Finance
Hourly Wage: $22.59/Regular/Full-Time

The Cash-Receivables Accountant provides cashiering functions to the Yakama Nation. Incumbent is responsible to ensure adequate cash internal controls are established and implemented by programs who receive cash on behalf of the Yakama Nation. The individual is responsible to work with Yakama Nation programs and grants to ensure that Yakama Nation Accounts Receivables are posted to the General Ledger and cash properly receipted. Incumbent has overall responsibility of ensuring the accuracy of all cash receipting and accounts receivable entries into the accounting system. Individual ensures that Yakama Nation programs who maintain individual accounts receivable are updating their files and are reporting accurate information.

Knowledge, Skills and Abilities:
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of basic principles, practices, and procedures of Governmental Fund Accounting.
- Knowledge of computerized accounting and financial reporting systems.
- Knowledge of the Yakama Nation finance manual, travel policies and purchasing manual.
- Skilled in the use of computer software including excel, spreadsheets and word.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze financial data.
- Ability to work independently with minimal supervision.

General Recruiting Indicators:
- Strongly recommended; accounting degree or a degree in related field such as business administration, finance, or public administration that includes 12 semester hours in accounting OR 4 years working in accounting with strong general ledger knowledge.

Special Requirements:
- Must have a valid Washington State Driver License and the ability to obtain a Yakama Tribal Drivers permit.
- Required to successfully pass a pre-employment drug and alcohol test.
- Yakama enrolled preference.