

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2018-165      **Issue Date:** 05-11-18      **Closing Date:** 05-17-18

**Administrative Operations Specialist**  
**Child Care Development Fund**  
**Department of Human Services**  
**Hourly Wage: \$16.86/Regular/Full-Time**

Primary responsibility is Bookkeeper with special attention to: accuracy, detail, current information and guides, completes work without errors, meeting compliance of grant, and error-free payments. Requires learning JD Edwards financial system and properly processing documents. Sign and adhere to a Confidentiality Disclosure for the CCDF program, files, payments, provider and client files. Speak and react appropriately to the public.

**Knowledge, Skills and Abilities:**

- Knowledge and proficiency in using JD Edwards Accounting system and other Data System.
- Knowledge of generally accepted accounting principles, methods, terms, theories, and concepts with the ability to complete all bookkeeping functions.
- Ability to classify accounting transactions, maintain/reconcile accounts, and prepare financial reports.
- Ability to establish and maintain effective working relationships with co-workers, tribal programs, tribal leadership, and the general public and outside business associates.
- Ability to learn the functions of the Data Tracker and be proficient in using associated devices at the end of the probationary period.
- Ability to learn, understand, and adhere to office and administrative procedures and tribal policies.
- Ability to maintain compliance with all accounting principles and federal/tribal guidelines.
- Ability to maintain ethical and professional conduct at all times while employed with CCDF.
- Ability to perform bookkeeping and filing duties with proficiency and accuracy and maintain confidential information.
- Ability to plan, organize and prioritize workload.
- Ability to use computer and associated software proficiently.
- Ability to work independently and productively to meet deadlines.
- Ability to work under stress and to handle adverse situations.

**Minimum Qualifications:**

- Possess an AA degree in accounting and four years experience in an accounting position
- Prefer applicant to complete certification in Microsoft Office.
- Required to pass re-employment drug test.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.
- Successful completion of a certified accounting program with five years account work comparable to a bookkeeper IV.

**Preferred Qualifications:**

- Must be a graduate from a four year college with major course work in accounting with two years of experience in accounting position.
- Prefer applicant to complete certification in Microsoft Office.