

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-207 **Issue Date:** 09-06-18 **Closing Date:** 09-20-18

Bookkeeper III
Behavioral Health
Department of Human Services
Hourly Wage: \$13.21/Regular/Full-Time

The Bookkeeper III will assist in maintaining and communicating economic and financial information to the Yakama Nation Behavioral Health Services internal users such as the Program Director and Business Manager/Supervisor, and the Special Projects Unit, in a coordinated effort with other Tribal programs and services. Financial information will be provided to external agencies in a coordinated effort to complete assigned duties and responsibilities that are written and required within grants, contracts and Yakama Nation Behavioral Health Services plan that aide in accomplishing goods and services to the community.

Knowledge, Skills and Abilities:

- Knowledge of governmental bookkeeping and accounting theories and principles.
- Knowledge of the Yakama Nation, State and Federal Fiscal, Financial and Economic Operations(s).
- Knowledge of the Office of Management and Budget (OMB) Circular(s) Grants and Contracts Management.
- Must have the ability to demonstrate computer literacy and have knowledge of computers and data software.
- Must have ability to communicate effectively both orally and in writing with various funding agencies, the general public, or other Tribal programs, and Tribal Officials.
- Must have ability to plan, organize work and complete tasks independently.
- Must have ability to maintain and ensure the privacy and confidentiality is maintained as according to Tribal Policy and privacy act.
- Must demonstrate the ability to maintain integrity, objectivity, and ethics in daily business.
- Knowledge and ability to work with JD Edwards financial system.
- Knowledge of Yakama Nation Administrative policies and procedures.
- Knowledge of basic procurement policies and procedures.

General Recruiting Indicators:

- Must have an Associates of Arts Degree in Accounting or at least three years progressively responsible bookkeeping with the Yakama Nation or comparable, reputable corporation and/or business or two years' experience as a Bookkeeper II and/or education with computers with strong background in accounting and/or bookkeeping.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver's License with the ability to obtain a Tribal Driver's permit.
- Required to successfully pass a pre-employment background check.
- Required to maintain strict confidentiality.
- Yakama enrolled preference.