

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-254 **Issue Date:** 09-11-18 **Closing Date:** 09-17-18

Bookkeeper V
Fisheries YKFP
Department of Natural Resources
Hourly Wage: \$16.86/Regular/Full-Time

Responsible for financial activities associated with processing, coordinating, and managing various federal/state/tribal funded grants and contracts for the Yakama Nation YKFP Program. Responsible for performing at a professional operating level of financial and compliance monitoring of various complex grants/contracts. Duties include: contract administration and termination of grants/contracts, cost accounting principles, theories concepts, and practices in a variety of difficult and complex bookkeeping problems associated with grant and contract funding administration, assure needs are met for fiscal audit to complete financial statements, coordinate activities associated with the preparation of various budgets for grant/contract proposals. Plan, organize bookkeeping system. Make day-to-day decisions relative to the bookkeeping treatment of financial transactions. Recommend solutions to complex bookkeeping problems. The scope and magnitude of decisions made affect overall fiscal operations or the program and requires and in-depth knowledge in bookkeeping principles and theories involving grant/contract 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 accounting principles, theories, concepts, and terms (GAAP, 2 CFR 200-Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards).
- Knowledge of basic methods and techniques of governmental fund accounting.
- Ability to communicate professional judgement, and provide procedures for compliance relative with established goals and policies for overall program.
- Ability to classify accounting transactions, maintain and reconcile accounts, close accounts, and prepare reports and statements in relationship to JD Edwards financial system.
- Ability to acquire knowledge of specialized procedures and subject matter encountered in specific assignments.
- Ability to establish and maintain effective working relationships with employees, administrators, and the public.
- Ability to communicate orally and in writing.
- Must have knowledge and be skilled in the use of personal computers, computer software, and office machines.

Minimum Requirements:

- Bachelor's Degree from an accredited college or university with major coursework in accounting or related field, and one year of professional accounting work experience. OR
- Substituting on a month-to-month basis, 4-6 years of progressively responsible contract/grant accounting work experience for the minimum education.
- Work experience and general knowledge of 2 CFR 200.
- Ability to pass a pre-employment drug test.
- Must possess a Washington State Driver's License with the ability to obtain a Yakama Nation Driving Permit.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.