

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2020-144      **Issue Date:** 10-09-20      **Closing Date:** 10-16-20

**Accounting Advisor/General Ledger Accountant**  
**Central Accounting**  
**Department of Finance**  
**Hourly Wage: \$16.86/Regular/Full-Time**

The primary responsibility for this position is to journalize, account for, maintain and report all expenditures and receipts for the Yakama Nation. Duties include daily journal entries, review and adjust for the month-end financial statements, reconciliation and maintenance of the general ledger and timely distribution of financial reports. Review reconciliation of travel holding reports.

**Examples of Work Performed:**

- Updates and maintains the master chart of accounts.
- Assist with Accounts payable for the Yakama Nation including: purchase orders, pre-payments, travel authorizations and close outs.
- Reviews and inputs journal entries on a daily basis including the preparation of indirect cost calculations.
- Reconcile accounts for all tribal programs and assist in closing entries.
- Verifies accounts used on purchase orders and travel authorizations and ensures mathematical accuracy.
- Communicates with tribal programs in regards to program fund balances and assist with final expenditures to close out fund balances.
- Preparation of account and budget analysis as requested.
- Verification of posting of journal entries on general ledger.
- Maintain a current filing system for elected officials travel advances.
- Maintain a current filing system for journal entries and cash receipts.
- Maintain a current filing system for travel advances for Yakama Nation.
- Assist with the preparation of year-end financial statements for the annual single audit.
- May be assigned new projects and tasks not included on the description, or to assist other Central Accounting staff as requested by supervisor ensuring the efficient and effective functioning of the work unit.

**Knowledge, Skills and Abilities:**

- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of A87, A102, A133.
- 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.
- Knowledge of GSA Rules and Regulations pertaining to grants and contract funded programs.
- Skilled in the use of computer software including Excel spreadsheets, Word and online Banking.
- Knowledge of Tribal policy, regulations-tribal council and Yakama Nation work force.
- Ability to communicate effectively both verbally and in writing.
- Ability to work independently when required.
- Ability to maintain confidentiality.

**General Recruiting Indicators:**

- Minimum of an Associate of Arts Degree in Accounting or a related field of study and two years of professional accounting work experience comparable to a Bookkeeper IV. Successful completion of a certified bookkeeping class or vocational program AND four years experiences as a Bookkeeper IV or a comparable position may substitute for education.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a background check.
- Yakama enrolled preference.