

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2019-080      **Issue Date:** 04-18-19      **Closing Date:** 04-24-19

**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 Account Manager, Clinical Supervisor, the Special Projects Unit, and Victim Resource Program. They will also work 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 aid in accomplishing goods and services to the community.

**Examples of Work Performed:**

- Comply with up-to-date filing system on individual clients as outlined in Federal Regulations Indian Health Service Center, HIPAA requirements, the Yakama Nation Policies, and Grants and Contracts. File content include: Counselor reports, correspondence and information from clients, lawyers, doctors, courts, and other services
- Creates and maintains all Personnel folders for all staff which include: payroll actions, job applications, W-4 forms, position descriptions, employee performance evaluations, disciplinary actions, correspondence, medical licenses and training certificates under Accounts Manager supervision.
- Prepares and verifies all staff leave slips, bi-weekly time sheets, leave code changes, and yearly leave audits.
- In collaboration of Accounts Manager work on J.D. Edwards accounting system to produce requisitions, to generate purchase orders, travel authorizations, and budget modifications.
- Pick-up mail and may need to walk documents through several steps of procedure.
- Answers phones, directs calls, and takes messages.
- Other duties as assigned.

**Knowledge, Skills and Abilities:**

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

**Minimum Requirements:**

- High School Diploma.
- Two years of progressively responsible office work experience equivalent to a Bookkeeper II.
- Required to pass pre-employment drug test.
- Required to pass pre-employment background check.
- Must possess a valid Washington State Driver's License with the ability to obtain a Yakama Nation Tribal Driving Permit.
- Must maintain strict confidentiality.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

**Preferred Requirements:**

- Associates of Arts in Accounting or related field.