



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND
of CHEROKEE INDIANS in OKLAHOMA
18300 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Joe Bunch
CHIEF
O'EQG.A

Jeff Wacoche
ASSISTANT CHIEF
WFL SVS O'EQG.A

Joyce Hawk
SECRETARY
JA.Q9P.OY.

Sonja Gourd
TREASURER
DSW D.S.L.S

CANADIAN
DhJf D.Jf

Cliff Wofford
COOWEESCOOWEE
JQ.OJQ

DELAWARE
DEO.b.J

Frankie Still
FLINT
LO.O.SGT

Willie Christie
GOINGSNAKE
TOL DOT

Peggy Girty
ILLINOIS
LOAT

Charles Smoke
SALINE
AS.OY

Junior L. Catron
SEQUOYAH
B.V.f

Terry Kingfisher
TAHLEQUAH
LOPE

INTERNAL ANNOUNCEMENT

Application can be obtained and then submitted using the information listed above or by email to mdowning@ukb-nsn.gov

Opening date: 10/16/2024

Closing date: 10/23/2024

Position: Accounting Specialist

Department: Accounting

Location: UKB Tribal Complex - Tahlequah

Reports to: Comptroller

Pay: BOE

Status: Full-time, Regular, Non-Exempt

JOB SUMMARY: Maintain accurate records and resolve any discrepancies in the accounting records. Ensure compliance with tribal policies and procedures and regulations. Accurately enter financial data into the accounting system. Assist in preparing journal entries and closing financial periods.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs daily routine accounting functions.

Assists in reviews of departmental budgets.

Performs reconciliations to cuff accounts.

Makes deposits and prepares related documents.

Ensures accuracy and completeness in recording daily transactions.

Examines paperwork for correct information.

Assists in maintaining organized financial reports that can be easily retrieved.

Other duties as assigned.

EDUCATION AND EXPERIENCE:

Associate's degree in Accounting or related field. One year of governmental fund accounting is required

JOB QUALIFICATIONS

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.

Must comply with all Health policies established by the tribe.

Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage work load.

OTHER SKILLS AND ABILITIES

Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS).

IRS guidelines for information returns.

Automated financial accounting systems

Internal control procedures

Tribal, Federal, and State legislative guidelines affecting financial matters.

Best practices for cash management, budgeting, payroll, purchasing and payables

Grant compliance and reporting.

Establishing effective working relationships with diverse groups and individuals.

Communicating effectively both verbally and in writing.

Problem solving and effective financial analysis.

Computer skills, including Excel, Word, and various finance systems.



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Interpreting administrative guidelines and applying them to the work situation.
Organizing multiple tasks and priorities, effective delegation, and time management.

SUPERVISORY RESPONSIBILITIES

None.

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to mdowning@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date

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