

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465 18263 W. Keetoowah Circle · Tahlequah, OK 74464 Main line: 918-871-2800 · Fax: 918-414-4000

www.ukb-nsn.gov

COUNCIL

Jeff Wacoche CHIEF OEOGA

Internal/External Announcement:

Opening Date: 3/04/2025 Closing Date: 3/11/2025

Applications can be obtained and then submitted using the information listed above or by email:

mdowning@ukb-nsn.gov

Amos Ketcher ASSISTANT CHIEF WLU SAS OEOCH

Job Title: Accounting Specialist Department: Accounting

Location: UKB Tribal Complex - Tahlequah

Caleb Grimmett SECRETARY VG968Y

Reports To: Deputy Comptroller

Status: Regular Full-Time, Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs daily routine accounting functions

Assists in reviews of departmental budgets.

Pay: BOE

Sonja Gourd TREASURER DSW DSAJ

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.

Vacant

CANADIAN DhJI DJI

> Performs reconciliations to cuff accounts. Makes deposits and prepares related documents.

Cliff Wofford COOWEESCOOWEE 10910

Ensures accuracy and completeness in recording daily transactions.

Examines paperwork for correct information.

Tishaleta Gueverra **DELAWARE**

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

Other duties as assigned.

JOB QUALIFICATIONS

L40TG

EDUCATION AND EXPERIENCE:

Frankie Still FLINT LOODSGT

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

Willie Christie GOINGSNAKE төь рөт

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

Janelle Adair workload. ILLINOIS

OTHER SKILLS AND ABILITIES

Charles Smoke SALINE Аводу

LAPJ

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 Donald Adair **SEQUOYAH** Grant compliance and reporting.

Establishing effective working relationships with diverse groups and individuals.

Communicating effectively both verbally and in writing

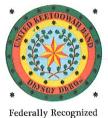
Sammy Allen TAHLEQUAH

ЬV°fi

Problem solving and effective financial analysis.

LPJ

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



Federally Recognized October 3, 1950

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Sonja Gourd TREASURER DSW DSAJ

Vacant **CANADIAN** Dhd4 DJ4

Cliff Wofford COOWEESCOOWEE 10010

Tishaleta Gueverra **DELAWARE** DTODJ.

> Frankie Still FLINT PSG-099

Willie Christie GOINGSNAKE төь рөт

Janelle Adair **ILLINOIS LAP**J

Charles Smoke SALINE АЗоДУ

Donald Adair **SEQUOYAH** ьV°б

Sammy Allen **TAHLEQUAH** LOJ

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