



Job Description

Position Title: Accountant-Retail Focus

Department: Finance

Reports To: Finance Manager

Location: UKB Federal Corporation

Employment Type: Full-Time

Salary: \$52,419 – \$64,764 Annually BOE

About UKB Federal Corporation:

UKB Federal Corporation is a dynamic and forward-thinking organization committed to excellence in financial management and operational efficiency. We are seeking a detail-oriented and highly organized Accountant with a retail focus to join our Finance Department and contribute to the financial health and success of our organization.

The accountant is responsible for managing the financial records and ensuring the accuracy and integrity of all financial transactions for the retail business. This role supports the business in maintaining compliance with applicable tribal, state, and federal regulations while contributing to strategic financial planning and reporting.

Key Responsibilities:

- Record, classify, and summarize financial transactions in accordance with accounting principles and organizational policies.
- Manage accounts payable (AP) and accounts receivable (AR) processes, including timely invoicing, and payments.
- Monitor and reconcile bank accounts and other financial accounts regularly.
- Assist in the preparation and management of annual budgets.
- Generate monthly, quarterly, and annual financial statements and reports for management and tribal leadership.
- Analyze financial performance and provide recommendations for improvement.





**UNITED KEETOOWAH BAND
FEDERAL CORPORATION**

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- Ensure compliance with tribal, state, and federal financial regulations, including tax filings and licensing requirements.
- Coordinate and assist with internal and external audits.
- Maintain accurate and organized financial records to support audit processes.
- Oversee inventory accounting and ensure accurate tracking of inventory levels and costs.
- Monitor fixed assets and maintain accurate depreciation schedules.
- Collaborate with the retail management team to align financial practices with operational goals.
- Provide financial insights and training to team members as needed.
- Participate in strategic planning meetings and contribute financial expertise.
- Perform other related duties as assigned by the Finance Manager or General Manager.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field (required).
- Minimum of 2-4 years of experience in accounting, preferably in a retail or tribal enterprise setting.
- Experience with accounting software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Knowledge of tribal government or enterprise financial practices (preferred).
- Excellent analytical and problem-solving skills.
- Strong organizational skills and attention to detail.
- Effective written and verbal communication skills.

What We Offer:

- Competitive salary and benefits package.
- Opportunities for professional growth and development.
- A supportive and collaborative work environment.

UKB and Tribal preference applies.
Job description is subject to change.



United Keetoowah Band Federal Corporation
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