



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'PEOGA

Jeff Wacoche
ASSISTANT CHIEF
W'P'LI SVS O'PEOGA

Joyce Hawk
SECRETARY
JAAGP'ODY

Sonja Gourd
TREASURER
DSW D'SLA

CANADIAN
DhJF D.JH

Cliff Wofford
COOWEESCOOWEE
J'Q'ODJ'Q

DELAWARE
D'EOA

Frankie Still
FLINT
LO'ODSGT

Willie Christie
GOINGSNAKE
T'OL DOT

Peggy Girty
ILLINOIS
LOAT

Charles Smoke
SALINE
AS'ODY

Junior L. Catron
SEQUOYAH
L'V'FI

Terry Kingfisher
TAHLEQUAH
LOPE

INTERNAL/EXTERNAL ANNOUNCEMENT

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

Opening date: 9/20/2024

Closing date: 9/27/2024

Position: Budget and Procurement Specialist

DEPARTMENT: Accounting

LOCATION: Federal Building – Tahlequah

REPORTS TO: Comptroller/Treasurer

STATUS: Full-Time, Non-Exempt

PAY: BOE

Status: Full-time, Non-exempt

JOB SUMMARY: Manage procurement activities for all departments, including agreements with professional and non-professional services, to include contracts, agreements, leases and purchasing. Develops and maintains policies leveraging GSA purchasing benefits. Provides technical support to departments by assisting in contract formation, negotiation, administration, modifications, terminations, and all phases of the procurement process. Oversight of inventory control system.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Develops and maintains standard operating procedures to support overall inventory control.

Develops operating procedures for contract administration and management.

Performs timely and accurate fulfillment of inventory orders.

Reviews leases and service agreements to ensure completeness, accuracy, and compliance with fiscal policies.

Tracks procurement authority and initiate appropriate action to ensure compliance.

Tracks leases related to office space and equipment.

Establishes user accounts for centralized purchasing.

Develops and maintains procurement forms and templates.

Prepares procurement reports and checklists.

Researches vendor pricing and obtains quotes for procurement as requested.

Prepares Request for Proposals and Requests for Quotes.

Monitors contracts for expiration and compliance.

Develops and maintains fixed asset inventory and disposition system.

Manages the disposal of property.

Responds to unsolicited proposals as necessary.

Other duties as assigned.

Education and Experience

Bachelor's degree in Accounting or related field. Two years' professional procurement experience is required. One year of governmental fund accounting experience.

Other Qualifications

Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Accounting Standards (GAAS)

Knowledge of guidelines for information returns.

Knowledge of automated financial accounting systems.

Internal control procedures.



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L.V.F

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TAHLEQUAH
L.P.T

Must comply with all Health policies established by the Tribe.

Proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.

OTHER SKILLS AND ABILITIES

Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Accounting Standards (GAAS)

Knowledge of guidelines for information returns.

Knowledge of automated financial accounting systems.

Internal control procedures.

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

Best practices of cash management, budgeting, payroll, purchasing and payables.

Grant compliance and reporting.

Effective Supervisory practices.

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.

Interpreting administrative guidelines and applying them to the work situation.

Organizing multiple tasks and priorities, effective delegation, and time management.

PHYSICAL REQUIREMENTS

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 15 lbs at times.

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 m Downing@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.

Signature

Date