



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](http://www.ukb-nsn.gov)

## COUNCIL

Joe Bunch  
CHIEF  
O'EØGJ

Jeff Wacoche  
ASSISTANT CHIEF  
WFL SVS O'EØGJ

Joyce Hawk  
SECRETARY  
JAØPØY

Sonja Gourd  
TREASURER  
DSW DSLJ

CANADIAN  
DHJF DJH

Cliff Wofford  
COOWEESCOOWEE  
JØØJØ

DELAWARE  
DTØJ

Frankie Still  
FLINT  
ØØØSØT

Willie Christie  
GOINGSNAKE  
TØØ DØT

Peggy Girty  
ILLINOIS  
ØØAT

Charles Smoke  
SALINE  
ASØY

Junior L. Catron  
SEQUOYAH  
B^ØH

Terry Kingfisher  
TAHLEQUAH  
ØØT

## INTERNAL/EXTERNAL ANNOUNCEMENT

Application can be obtained and then submitted using the information listed above or by email to [mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Opening date: 9/20/2024

Closing date: 9/27/2024

Position: Grant Accountant

DEPARTMENT: Accounting

LOCATION: Federal Building – Tahlequah

REPORTS TO: Comptroller

STATUS: Full-Time, Non-Exempt

PAY: BOE

Status: Full-time, Permanent, Non-exempt

JOB SUMMARY: Provides fiscal accounting support, reporting and drawdown functions, grant administration, and compliance for all externally funded programs. This position regularly reconciles departmental cuff accounts.

### ESSENTIAL DUTIES and RESPONSIBILITIES:

Provides fiscal accounting support, reporting and drawdown functions, grant administration, and compliance for all externally funded programs.

Maintains absolute confidentiality of sensitive information.

Establishes and maintains effective working relations with other employees, staff, and the public.

Performs general cost accounting and other related duties for organizations.

Prepares monthly reconciliations for grant funds.

Other duties as assigned.

### EDUCATION AND EXPERI4ENCE

Bachelor's degree in Accounting, Business Administration, Finance, Public Administration or related field. At least 3-5 years' experience with grants management, budgets, contracts, and/or compliance.

### MINIMUM QUALIFICATIONS

Must pass a background check prior to employment and every 5<sup>th</sup> year thereafter. Must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offices related to dishonesty or theft.

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.

Proven ability, in prior positions, to exercise good judgment in stressful situations.

Excellent attendance record in previous positions.

Excellent employment record in previous positions.

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.



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L.V.R

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TAHLEQUAH  
L.P.T

**OTHER SKILLS AND ABILITIES**

Must always maintain high level of ethical standards.  
Excellent verbal and written communication skills.  
Excellent organization and attention to detail.  
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.  
Ability, aptitude, and willingness to work consistently in a professional manner.  
Ability to keep legible and accurate records.  
Understanding of and the ability to adhere to generally accepted accounting principles.  
Ability to correctly prepare grant reports.

**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](mailto:m Downing@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://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