



Federally Recognized
October 3, 1950

**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
O'EŊGǻ

Amos Ketcher
ASSISTANT CHIEF
WƆŋ SVS O'EŊGǻ

Caleb Grimmett
SECRETARY
JAŊPŋŊ

Sonja Gourd
TREASURER
DSW DSǻǻ

Vacant
CANADIAN
DHǻƆ DǻƆ

Cliff Wofford
COOWEESCOOWEE
JŊŋŊŊ

Tishaleta Gueverra
DELAWARE
DEŊǻǻ

Frankie Still
FLINT
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Willie Christie
GOINGSNAKE
TŊŊ DŊT

Janelle Adair
ILLINOIS
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Charles Smoke
SALINE
ASŋŊ

Donald Adair
SEQUOYAH
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Sammy Allen
TAHLEQUAH
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Internal/External Announcement

Opening Date: 11/3/2025

Closing Date: 11/14/25

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

Job Title: Comptroller

Department: Accounting

Location: UKB Tribal Complex -Tahlequah

Reports To: Treasurer

Status: Regular Full-time, Exempt

Pay: BOE

Summary of Duties and Responsibilities

Under the direction of the Tribal Treasurer, oversees the day-to-day management of the accounting staff and overall financial operations, provides financial management, financial planning, accounting, budget preparation, financial reporting, recordkeeping, auditing, and financial analysis. Oversees the financial requirements of federally funded programs, as well as all tribal programs and must have a strong knowledge of Government Accounting Standards Board (GASB), OMB Super Circular, Generally Accepted Account Principles (GAAP), and Generally Accepted Auditing standards (GAAS), along with other statutory policies and procedures.

Minimum Qualification/Responsibilities Requirements

Establishes and maintains a full monthly financial statement preparation and review process.

Implements, documents, monitors, and maintains internal control systems.

Coordinates the annual audit for the Tribal Government.

Directly supervises those responsible for Accounts Payable, Budgeting, Grant Development, Grant Compliance, General Ledger, Banking, Purchasing, and Finance Support.

Directs staff workloads, training, hiring, evaluations, disciplinary actions, and terminations.

Ensures timely completion of all required reports and filings.

Signature authority for all accounting documents.

Facilitates communication with Tribal Administration regarding accounting matters, including budgets.

Oversees cash management functions to ensure adequate funds are available.

Ensures proper accounting is maintained for Fixed Assets.

Coordinates the issuance of annual information returns.

Maintains a computerized financial accounting system.

Other duties as assigned.

Education and Experience Requirement:

Master's degree from a college or university in Finance, Accounting, or Business Administration required. An additional ten (10) years of progressively responsible, related management experience that includes at least seven (5) years of supervisory experience and at least five (5) years of experience in governmental fund accounting.

Licenses and certifications:

A current Certified Public Accountant license preferred



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OTHER SKILLS AND ABILITIES

Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.

OTHER QUALIFICATIONS

Must be able to maintain confidentiality of information and be willing to sign a confidentiality/non-disclosure agreement.

Must pass a satisfactory State and Federal criminal and financial background check and employment reference check.

Must be able to pass a drug test at all times.

Must be computer literate with experience in standard Microsoft Office software, be bondable, have excellent analytical, oral, written, and organizational skills, and have working knowledge of current Tribal and Federal laws and regulations.

Must have a strong knowledge of Government Accounting Standards Board (GASB), OMB Super Circular, Generally Accepted Account 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

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

SKILLS AND ABILITIES:

Ability to establish and maintain working relationships and partnerships within the tribe, local community, other organizations and local, state, and federal governments and agencies.

Ability to respond effectively to sensitive inquiries and complaints and maintain confidentiality. Able to utilize professionalism and diplomacy with those who may be experiencing degrees of stress and are under duress.

Ability to prepare official communications, communicating effectively both in writing and orally to groups and individuals.

Ability to work independently with minimal supervision. Skill in multi-tasking, coordinating multiple projects, and meeting critical deadlines.

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



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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