



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'EØGØ

Amos Ketcher
ASSISTANT CHIEF
WØJ SVS O'EØGØ

Caleb Grimmett
SECRETARY
JA&GØØY

Sonja Gourd
TREASURER
DSW DSJØ

Vacant
CANADIAN
DhJØ DJØ

Cliff Wofford
COOWEEESCOOWEE
JØøDJØ

Tishaleta Gueverra
DELAWARE
DØØvJ

Frankie Still
FLINT
LØøØSGT

Willie Christie
GOINGSNAKE
TØø DØT

Janelle Adair
ILLINOIS
bøAT

Charles Smoke
SALINE
AØøØY

Donald Adair
SEQUOYAH
bVøf

Sammy Allen
TAHLEQUAH
LøT

Internal Announcement

Opening Date: 1/6/2026

Closing Date: 1/13/2026

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

Job Title: Payroll Technician

Department: Accounting

Location: UKB Tribal Complex – Tahlequah

Reports To: Comptroller

Status: Part-time

Pay: BOE

Summary

Ensures payroll is entered into the accounting system in a timely manner. Investigates and resolves payroll discrepancies. Prepares payroll reports for management, accounting, and compliance purposes. Provides payroll documentation upon request for internal and external audits.

Essential Duties and Responsibilities

Enters payroll in the general ledger.

Reconciles to make sure deductions have been done correctly.

Maintains a high degree of confidentiality.

Provides payroll information to employees, including W-2s.

Distributes, corrects, and reprints W-2s.

Assists with other areas of Accounting.

Other duties as assigned.

Education and Experience

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

Additional Job Qualifications

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 work load.

Other Skills and Abilities

Generally Accepted Accounting 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.

Establishing effective working relationships with diverse groups and individuals.



Federally Recognized
October 3, 1950

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BVH

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TAHLEQUAH
LPT

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.

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 the 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