



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

**COUNCIL**

Jeff Wacoche  
CHIEF  
O'EOGA

Amos Ketcher  
ASSISTANT CHIEF  
WFLA SVS O'EOGA

Caleb Grimmett  
SECRETARY  
JAAGPOMV

Sonja Gourd  
TREASURER  
DSW DSWL

Vacant  
CANADIAN  
DhJf DfJf

Cliff Wofford  
COOWEESCOOWEE  
JOMJOM

Tishaleta Gueverra  
DELAWARE  
DTEOMI

Frankie Still  
FLINT  
LOOMSGT

Willie Christie  
GOINGSNAKE  
TOM DOT

Janelle Adair  
ILLINOIS  
LOAT

Charles Smoke  
SALINE  
ASOMV

Donald Adair  
SEQUOYAH  
LOVH

Sammy Allen  
TAHLEQUAH  
LOPT

**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](mailto: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 5<sup>th</sup> 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.



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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](mailto:mdowning@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 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