



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'E@G.A

Amos Ketcher  
ASSISTANT CHIEF  
W.P.Λ SVS O'E@G.A

Caleb Grimmatt  
SECRETARY  
JA.ΩP.ΩY

Sonja Gourd  
TREASURER  
DSW D.S.Λ.Ω

**Internal/External Announcement:**

Opening Date: 3/04/2025  
Closing Date: 3/11/2025  
Applications can be obtained and then submitted using the information listed above or by email:  
[m Downing@ukb-nsn.gov](mailto:m Downing@ukb-nsn.gov)

Job Title: Accounting Specialist  
Department: Accounting  
Location: UKB Tribal Complex – Tahlequah  
Reports To: Deputy Comptroller  
Status: Regular Full-Time, Non-Exempt  
Pay: BOE

**Job Summary:** Maintain accurate records and resolve any discrepancies in the accounting records. Ensure compliance with tribal policies and procedures and regulations. Accurately enter financial data into the accounting system. Assist in preparing journal entries and closing financial periods.

Vacant  
CANADIAN  
DhJf D.Jf

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs daily routine accounting functions.  
Assists in reviews of departmental budgets.  
Performs reconciliations to cuff accounts.  
Makes deposits and prepares related documents.  
Ensures accuracy and completeness in recording daily transactions.  
Examines paperwork for correct information.  
Assists in maintaining organized financial reports that can be easily retrieved.  
Other duties as assigned.

Cliff Wofford  
COOWEESCOOWEE  
J@ΩDJ@

**EDUCATION AND EXPERIENCE:**

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

**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 workload.

Tishaleta Gueverra  
DELAWARE  
D.E@.A

**OTHER SKILLS AND ABILITIES**

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.  
Communicating effectively both verbally and in writing  
Problem solving and effective financial analysis.  
Computer skills, including Excel, Word, and various finance systems.

Frankie Still  
FLINT  
L@ΩD.SGT

Willie Christie  
GOINGSNAKE  
T@L D@T

Janelle Adair  
ILLINOIS  
L@AT

Charles Smoke  
SALINE  
A.S@Y

Donald Adair  
SEQUOYAH  
D.V@R

Sammy Allen  
TAHLEQUAH  
L.P.T



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Jeff Wacoche  
CHIEF  
O'E@G.9

Interpreting administrative guidelines and applying them to the work situation.  
Organizing multiple tasks and priorities, effective delegation, and time management.

**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 [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 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.

Amos Ketcher  
ASSISTANT CHIEF  
WFL SVS O'E@G.9

Caleb Grimmett  
SECRETARY  
JA9P6DY

Sonja Gourd  
TREASURER  
DSW DS.2.2

Vacant  
CANADIAN  
DhJf D.1f

Cliff Wofford  
COOWESCOOWEE  
J@6DJ@

Tishaleta Gueverra  
DELAWARE  
DT0.1

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Applicant Signature

-----  
Date

Frankie Still  
FLINT  
6@6DSGT

Willie Christie  
GOINGSNAKE  
T06 D0T

Janelle Adair  
ILLINOIS  
69AT

Charles Smoke  
SALINE  
A56DY

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6PT