



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'EOGA

Amos Ketcher
ASSISTANT CHIEF
WPA SVS O'EOGA

Caleb Grimmatt
SECRETARY
JAAGP OY

Sonja Gourd
TREASURER
DSW DSA

Vacant
CANADIAN
DhJf DJf

Cliff Wofford
COOWESCOOWEE
J O O J O

Tishaleta Gueverra
DELAWARE
D E O A

Frankie Still
FLINT
LO O S G T

Willie Christie
GOINGSNAKE
T O L D O T

Janelle Adair
ILLINOIS
L A T

Charles Smoke
SALINE
A S O Y

Donald Adair
SEQUOYAH
L V R

Sammy Allen
TAHLEQUAH
L P T

Internal/External Announcement

Opening Date: 4/13/2026

Closing Date: 4/20/2026

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

Job Title: Grant Accountant
Department: Accounting
Location: UKB Tribal Complex – Tahlequah
Reports To: Accounting Manager
Status: Regular Full-Time, Non-Exempt
Pay: BOE

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.

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 the organization.

Prepares monthly reconciliations for grant funds.

EDUCATION AND EXPERIENCE:

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.

OTHER QUALIFICATIONS

Must pass a background check prior to employment and every 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.

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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SEQUOYAH
ΛV.Ø

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TAHLEQUAH
ΛPT

May or may not have control over Indian children.

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 station.
- 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.

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 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