



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

18300 W. Keetoowah Circle · Tahlequah, OK 74464

Main line: 918-871-2800 · Fax: 918-414-4000

www.ukb-nsn.gov

COUNCIL

Joe Bunch
CHIEF
O'E@G.A

Jeff Wacoche
ASSISTANT CHIEF
W.P.L SVS O'E@G.A

Joyce Hawk
SECRETARY
J.A.A.P.O.V

Sonja Gourd
TREASURER
D.S.W D.S.A.S

CANADIAN
D.H.J.F D.J.F

Cliff Wofford
COOWEESCOOWEE
J.O.O.D.J.O

DELAWARE
D.T.O.A

Frankie Still
FLINT
L.O.O.S.G.T

Willie Christie
GOINGSNAKE
T.O.L D.O.T

Peggy Girty
ILLINOIS
L.Q.A.T

Charles Smoke
SALINE
A.S.O.V

Junior L. Catron
SEQUOYAH
L.V.F

Terry Kingfisher
TAHLEQUAH
L.P.T

INTERNAL/EXTERNAL ANNOUNCEMENT

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

Opening date: 9/16/2024

Closing date: 9/23/2024

Position: Staff Accountant

Department: Accounting

Reports to: Accounting Manager/Comptroller/Treasurer

Pay: BOE

Status: Full-time, Non-Exempt

JOB SUMMARY: Responsible for the following, will prepare and maintain financial records to track the organization's assets, liabilities, profit and loss, tax liabilities, and other related financial activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs general cost accounting and other related duties for the organization.
2. Prepares monthly balance sheets, income statements, and profit and loss statements.
3. Maintains general ledger.
4. Codes invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
5. Reconciles bank accounts at least monthly, verifies deposits, and addresses inquiries from banks.
6. Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
7. Verifies and/or completes payment of invoices associated with accounts payable and ensures payments are charged to the appropriate accounts.
8. Provides outside auditors with assistance; gathers necessary account information and documents to perform annual audit.
9. Files tax forms with federal, state, and local government agencies.
10. Coordinates with software vendor to maintain accounting software systems; recommends updates to enhance the accounting software.
11. Manages the purchasing and invoicing system.
12. Maintains knowledge of acceptable accounting practices and procedures.
13. Performs other related duties as assigned.

JOB REQUIREMENTS

1. 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 and theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data , navigate a variety of screens, and manage workload.
4. Always maintain a high level of ethical standards.
5. Proven ability, in prior positions, to exercise good judgment in stressful situations.
6. Excellent attendance record in previous positions.
7. Excellent employment references from previous positions.
8. Ability, aptitude, and willingness to work consistently in a professional manner.
9. Must maintain absolute confidentiality of sensitive information.
10. Ability to keep legible and accurate records.
11. Ability to establish and maintain effective working relationships with other employees, staff, and the public.



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Charles Smoke
SALINE
ASθDY

Junior L. Catron
SEQUOYAH
θVθθ

Alvin Hicks
TAHLEQUAH
θPθ

12. Excellent verbal and written communication skills.

13. Excellent organizational skills and attention to detail.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting, or at least three years of related experience required.

SUPERVISORY RESPONSIBILITIES

None.

PHYSICAL DEMANDS

Prolonged periods sitting at a desk and working on a computer.
Must be able to lift up to 15 pounds at times.

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 m Downing@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.

Signature

Date