

POSITION TITLE: Accounting Manager
DEPARTMENT: Accounting
LOCATION: UKB Tribal Complex – Tahlequah
REPORTS TO: Comptroller
STATUS: Full-Time, Exempt
PAY: BOE
INTERNAL/EXTERNAL OPENING: 11/13/2023
INTERNAL/EXTERNAL CLOSING: 11/20/2023

Summary of Duties and Responsibilities

The Accounting Manager will plan and direct the accounting activities of the department.

Minimum Qualification 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 or 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. Establishes internal controls and guidelines for accounting transactions and budget preparation.
5. Oversees preparation of business activity reports, financial forecasts, and annual budgets.
6. Oversees the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards.
7. Responsible for tax planning throughout the fiscal year; files annual tax returns.
8. Audits accounts to ensure compliance with tribal and federal regulations; coordinates with outside auditors and provides needed information for the annual external audit.
9. Presents recommendations to management on short – and long-term financial objectives and policies.
10. Provides financial analysis with an emphasis on investments, pricing decisions, and contract negotiations.
11. Ensures compliance with tribal and federal government requirements.

12. Performs other duties as assigned.

Required Skills/Abilities:

1. Excellent management and supervisory skills.
2. Excellent written and verbal communication skills.
3. Excellent organizational and time management skills.
4. Proficient in accounting and tax preparation software.
5. Proficient in Microsoft Office Suite or similar software.

Education and Experience:

1. Bachelors degree in Accounting or Business Administration required.
2. Five years or more of governmental fund accounting experience required.
3. Certified Public Accountant designation preferred.

Supervisory Responsibilities:

1. Manages the accounting staff who are responsible for financial reporting, billing, collections, payroll, and budget preparation.
2. Recruits and hires accounting and financial staff and conducts performance evaluations.
3. Coordinates training programs for new staff and identifies training needs for current staff.

Physical Requirements

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

UKB and Tribal preference apply.

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 sthompson@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