



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Accounting Clerk	<b>Department:</b> Finance
<b>Opening date:</b> 3/10/2025	<b>Closing date:</b> 3/17/2025
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> CFO/DCFO/Comptroller/Staff
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$11.00 per hour - \$22.15 per hour
<b>Division:</b> Finance	

**JOB SUMMARY:** Performs various accounting duties in the maintenance of accounting and financial records. Processes financial transactions, disbursements, and receipts either manually or by data processing; and performs other duties as required.

## RESPONSIBILITIES:

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Prepare bank deposits, general ledger postings and statements.
- Reconcile accounts in a timely manner.
- Daily enter key data of financial transactions in database
- Provide assistance and support to department & tribe personnel.
- Research, track, and restore accounting or documentation problems and discrepancies.
- Inform management and compile reports/summaries on activity areas.
- Function in accordance with established standards, procedures, and applicable laws
- Constantly update job knowledge
- Ability to exercise sound judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.
- Other duties as assigned

## QUALIFICATIONS:

- High school diploma required or associate's degree, preferred. Three (4) or more years' related experience in clerical accounting functions; or an equivalent combination of education, certification, training, and/or experience.

## REQUIREMENTS:

- Proven accounting experience, preferably in accounting, bookkeeping, or fiscal clerical
- Familiarity with bookkeeping and basic accounting procedures
- Competency in MS Office, databases, and accounting software
- Hands-on experience with spreadsheets and financial reports
- Accuracy and attention to detail
- Aptitude for numbers
- Ability to perform filing and record keeping tasks.
- Data entry and word processing skills

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Well organized
- Minimum: High school degree
- Preferred: Associate's degree or relevant certification is a plus

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (up to twenty pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.
- Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).
- Tasks require sound and visual perception/discrimination. Tasks require oral communications ability.

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