



## KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/careers](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-0038	<b>Opens:</b> 04/10/24 <b>Closes:</b> OUF
<b>Position Title:</b> Staff Accountant	
<b>Salary Rate:</b> \$15.38 - \$21.63 per hour	<b>Duty Location:</b> Carnegie, Oklahoma

### JOB SUMMARY

Under the immediate supervision of the Chief Financial Officer (CFO), the Staff Accountant will be responsible for performing general bookkeeping, maintaining financial reports, preparing and analyzing budgets. Performs duties in accordance with established policies and procedures, directive, and guidelines as set forth in the Financial Management Manual. Verifies financial codes and insures all financial transactions have accurate supporting documentation.

**Reports To:** Chief Financial Officer/Deputy Chief Financial Officer

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's Degree with a major in Accounting or Finance.

- Prepare consolidated financial statements, internal and external, by gathering and analyzing information from departments and the general ledger systems.
- Analyze and verify information by creating spreadsheet reports.
- Prepare ledger entries by maintaining files and records and reconciling accounts.
- Prepare payments by reconciling accounts, accruing expenses, requesting disbursements, and assigning account numbers when needed.
- Answer financial and accounting questions by researching into and interpreting data.
- Provide accounting support to tribal programs by converting data.
- Provide accounting support to tribal programs by converting data to general ledger system; obtaining supplementary for preparing financial statements, and reviewing financial information.
- Other duties assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Detail oriented with excellent ability organize, analyze and interpret data.
- Ability to communicate in orally, written and ability to multi-task and be organized.
- Ability to work effectively in a team environment or independently to meet deadlines.
- Valid Oklahoma's Driver's license.
- Pass a pre-employment drug testing and background check.
- Tribal positions are subject to random drug testing in accordance with the Drug Free work place policy.

**SUBMIT TO:** [HR@kiowatribe.org](mailto:HR@kiowatribe.org) or

**DROP OFF AT:** 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

*Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.*