



## 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-23-046	<b>Opens:</b> 05/08/2023 <b>Closes:</b> OUF
<b>Position Title:</b> Tax Administrator	
<b>Salary Rate:</b> \$52,000 to \$64,000/Exempt	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

The Tax Administrator is responsible for collecting oil and gas tax revenues on tribal and allotted lands, property taxes on motor vehicle tags and renewals. Maintains and provides various Tax Commission data reporting requirements for the department. Supervise Tax Clerks and clerical staff to ensure accountability for the daily operations, deposits and reporting of revenue as required.

**Goal:** The goal is to provide administration and enforcement of the tax laws based upon the goals of the Kiowa Tribal tax laws and objectives of the General Revenue and Taxation Act.

**Reports To:** Executive Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's degree in Business Administration, Public Administration or related field and four (4) years of experience in the administration of tax laws or equivalent of education and experience preferred.

- Reviews the overall operational effectiveness and efficiency of the Kiowa Tax Commission and makes necessary changes to improve services.
- Responsible for the preparation of the Tax Commission budget and operating the assigned unit within the limits set by the budget.
- Receives, analyzes and gathers pertinent data; answers inquiries referred to the Tax Commission.
- Administer the tribal tax laws based on the goals and objectives set forth in the contract and as set forth by the Kiowa Tax Commission and other applicable tribal tax laws, rules and regulations.
- Oversees the effective compliance and enforcement of correspondence, or in person to determine amount of delinquent taxes.
- Responsible for the preparation of the Tax Commission budget and operating the assigned unit within the limits set by the budget.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) 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, when you enroll

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Work will require bending, lifting and carry up to 25 pounds, walking over rough, overgrown and uneven terrain.

**HOW TO APPLY:** Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

**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.*