

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Accounting Manager	Posting Date:	3/17/26	Closing Date:	Until Filled
Department:	Finance	Status:	Regular Full-Time	<input type="text"/>	
Duty Location:	Caddo Nation Complex	Salary:	\$80,000 - \$110,000		

Job Summary:

Oversee all aspects of the Finance Department, including: payroll, accounts payable, accounts receivable, general ledger accounting, tribal budgeting, budgeting. Monitor and ensure activities of the functions of the Finance Department are consistent with policies and procedures. Maintain an efficient chart of accounts to ensure accurate and timely internal and external reporting requirements. Perform all federal drawdowns. Prepare annual Indirect Cost Proposal. Support timely and accurate reporting to Caddo Nation leadership. Work with the CFO to perform timely and accurate month-end and year-end reporting. Assist with preparation of annual tribal budget. Ensure a smooth and timely audit process.

Qualifications:

Bachelor's degree in accounting or finance; CPA preferred. Minimum two (2) years of accounting experience, preferably in tribal governmental accounting. Familiarity with MIP accounting software or ability to learn quickly. Demonstrated leadership ability in overseeing a finance team. Knowledge of tribal governmental operations, federal grant compliance, and Indian country. Excellent communication, organizational, and analytical skills. Experience with finance compliance, budgeting, and strategic growth.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Cover letter describing interest and qualifications
Resume
Proposed salary or compensation structure (negotiable/competitive)
Professional references
Examples of completed projects, strategic plans, or relevant portfolios (optional but encouraged)

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	hr@mycaddonation.com

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Job Title:	Child Care Center Director	Posting Date:	4/20/2025	Closing Date:	until filled
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Hinton, OK	Salary:	Based on Education, Certifications, and Experience		

Job Summary:

Center Director will lead daily operations, manage staff, ensure licensing compliance, support families, and maintain a safe, high-quality learning environment while growing the facility to a 5 STAR center.

Director will lead and oversee the planning, development, and delivery of our education program. This role is both strategic and hands-on—ideal for someone who's passionate about education, enjoys mentoring others, and thrives in a collaborative environment.

Qualifications:

We want someone with high energy, experience in leading with change, is super organized, understands the needs of management and business. The person should be well versed with OK DHS, STAR and CACFP program requirements and guidelines. Should be adept at using Procure child care management software as well. This role requires a true leader who is organized, confident, and deeply committed to early childhood education and understands what it takes to grow to a 5 STAR rated center.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

- Minimum 5 years experience in early childhood education and a CDA or higher (teaching or administrative)
- * Minimum 1 year experience in a supervisor role.
- OK DHS Director qualifications
- Current Adult CPR/ Infant/child CPR and First Aid certification.
- Must clear full background check.
- Bachelor's Degree in early childhood education or related field of study with a minimum of 30 credits in ECE.

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Job Title:	Child Care Center Master Teacher	Posting Date:	4/20/2025	Closing Date:	until filled
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Hinton, OK	Salary:	Based on Education, Certifications, and Experience		

Job Summary:

Has the primary responsibility for the direct care of the children.

ESSENTIAL FUNCTIONS:

Teaching the children in the classroom
 Being on time and present each day as scheduled to work
 Spend quality time in the classroom
 Supervise assistant teachers in the classroom
 Monthly Reports and follow children progression reports
 Weekly Activity Sheets need to be posted every Monday

Qualifications:

Preferred at least three years of experience in a licensed childcare center.
 Excellent written and verbal communication skills.
 Excellent organizational, problem-solving, and time-management skills.
 Friendly and approachable demeanor.
 Maintain a professional appearance, attitude and work ethic always.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Must have one of the following
 1. Child Development Associate
 2. High School diploma or GED equivalent and 12 college credit hours in child development
 3. High School diploma or GED equivalent and 2 years of satisfactory full-time experience in a child care setting.
 Must pass OSBI background check
 Must have CPR and First Aid certification
 Must have a genuine love and concern for children
 Must be creative and have an aptitude for teaching and promoting child development
 Ability to stay calm in emergency situations
 Must have an even temperament

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Job Title:	Court Administrator/Court Clerk	Posting Date:		Closing Date:	Until Filled
Department:		Status:	Regular Full-Time		
Duty Location:	Caddo County, OK	Salary:	\$39,520 - \$58,240 Based on experience		

Job Summary:

The Court Administrator/Clerk of Court will be responsible for all aspects of court operations. The duties will involve the usual responsibilities of such positions—including handling all filings and management of official records, scheduling dockets, preparation of court minutes, and assisting with trials and hearings. The Clerk will oversee computer records and transcription systems. The Court Administrator will assist in the preparation and administration of the court budget, arrange for court security, handle public information, and provide administrative management of jurors and witnesses. The position is one of trust and involves the management of court funds. The Court Administrator/Court Clerk must be able to develop relationships of trust and respect with litigants, legal professionals, judges, and the public. Although a new court, the docket is expected to grow in the first year. The position may involve supervision of a deputy court clerk in the future.

Qualifications:

Bachelor's Degree from an accredited college or university in Business Administration, Public Administration, Criminal Justice, or a closely related field is preferred; or, significant experience in a closely related field for no less than four years is acceptable in lieu of the preferred educational requirements. Minimum of four (4) years professional experience in the legal or judicial system is also preferred. Experience with court management computer systems, budgeting, and strategic growth also preferred.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

- Cover letter describing interest and qualifications
- Resume
- Proposed salary or compensation structure (negotiable/competitive)
- Professional references
- Examples of completed projects, strategic plans, or relevant portfolios (optional but encouraged)

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Job Title:	Executive Assistant - Strategic Development Support	Posting Date:	4/20/26	Closing Date:	Until Filled
Department:	Wistsi Shared Services	Status:	Regular Full-Time		
Duty Location:	Hinton, OK	Salary:	\$35,000 - \$40,000		

Job Summary:

The Executive Assistant will serve as a key support role to the Strategic Development Officer, providing administrative, organizational, and logistical support for ongoing projects and initiatives in Hinton, Oklahoma. This on-site position requires a highly motivated, independent professional who can take ownership of assignments, anticipate needs, and keep operations running efficiently with minimal supervision.

Qualifications:

High school diploma or equivalent; associate or bachelor's degree preferred.
 2+ years of administrative or office management experience (tribal government or enterprise experience preferred).
 Demonstrated ability to work independently and make informed decisions in a fast-paced environment.
 Strong organizational and time management skills with attention to detail.
 Proficiency with Microsoft Office Suite, Google Workspace, and digital collaboration tools.
 Excellent written and verbal communication skills.
 Positive, professional attitude with a strong sense of initiative and accountability.
 Valid driver's license and ability to travel for site visits and meetings as needed.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Provide proactive administrative support to the Strategic Development Officer and Wistsi Shared Services leadership.
 Independently manage scheduling, communications, and travel arrangements for on-site and off-site activities.
 Prepare and maintain professional correspondence, reports, meeting notes, and presentations.
 Track project pay apps, expenses, deliverables, deadlines, and progress updates with minimal direction.
 Maintain organized filing systems (digital and physical) and ensure data integrity within shared platforms.
 Coordinate procurement processes, vendor communications, and document routing.
 Represent Wistsi Shared Services in a professional and courteous manner with community partners, tribal departments, and enterprise staff.
 Maintain strict confidentiality while handling sensitive or proprietary information.

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Job Title:	Secuiity Guard	Posting Date:		Closing Date:	Until Filled
Department:	Security	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Complex	Salary:	\$12.00 - \$13.00		

Job Summary:

Protect and secure the assets of the Caddo Nation including building checks and securing all buildings located within the Caddo Nation properties, conducting routine patrol by foot or vehicle, checking and securing all tribal owned vehicles, and other tribal offices and buildings outside the tribal complex located at the Caddo Nation Housing Authority and the Community Health Representatives (CHR) office properties. Report any unusual or suspicious activities. Gather and collect identifying information including vehicle description and tag number or any other identifying information for use by authorities. Employment benefits package includes employer paid benefits for health, dental, and vision care, life insurance & accidental death and dismemberment, and short-term disability for all eligible employees.

Qualifications:

Must be able to pass a background check and drug test prior to being hired and subject to random drug test throughout employment. Must possess a valid Oklahoma Driver's License. Possess a high school diploma or equivalent GED. Must be able to obtain Cleet Security Guard certification within 6 months of employment.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

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