

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:	Accounts Payable Clerk	Posting Date:	8/28/26	Closing Date:	Until Filled
Department:	Finance	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Complex, Binger	Salary:	\$37,440 - \$45,760		

Job Summary:

Process large number of vendor invoices and monthly utilities before due date. Process employee reimbursements and travel per diem. Print and mail checks every Friday, send weekly reports to directors and administration. Correspondence with vendors about payment and requesting missing invoices. Ensuring vendor records are kept current. Process all department debit charges so bank reconciliation can be done. Assist with annual audit.

Qualifications:

High School Diploma - Basic Accounting Knowledge - Data Entry Skills - Computer knowledge of Microsoft Office, Adobe and Outlook - Organizational skills - Time Management - Ability to meet deadlines

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:

Education - High School Diploma, Basic Accounting Knowledge
Skills - Data Entry: 10-Key and Keyboard
Knowledge - Microsoft Word, Excel, Adobe, Outlook
Ability - attention to detail, accuracy in work - organization and strong verbal and written communication

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