

# 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](http://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:	<b>Finance Liaison / Clerk</b>	Posting Date:	<b>9/14/2021</b>	Closing Date:	<b>Until Filled</b>
Department:	<b>Caddo Nation Finance</b>	Status:	<b>Regular Full-Time</b>		
Duty Location:	<b>Binger, OK</b>	Salary:	<b>Based on experience</b>		

## Job Summary:

The Finance Liaison Clerk performs various administrative tasks including intake of financial documents, billing statements, and payment vouchers; verifies financial data, scans financial documents for submission to contract accounting firm for processing payments, coordinates and resolves accounting issues, performs accounts receivable and payable, and recordkeeping of financial transactions.

## Qualifications:

- Knowledge of basic bookkeeping and financial transactions
- Understanding of accounts payable, payroll, and reconciliation of bank accounts
- Familiarity with financial regulations such as Generally Accepted Accounting Principles
- Knowledge of MS Office, spreadsheets and databases
- Organizational and multi-tasking abilities
- Excellent verbal and written communication skills
- Reliability and strong work ethics, Keen eye for detail, strong math skills and the ability to multi-task efficiently.
- Prior experience as a Finance Clerk

**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:

High school diploma or equivalent and secondary school/trade school certificate or diploma. Work history can substitute for secondary certificate. (Preference is for some secondary education in accounting, accounting principles, and/or work experience).

## 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:

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Email Address</b>
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	<a href="mailto:cwheeler@mycaddonation.com">cwheeler@mycaddonation.com</a>