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: Financial Accountant  
Posting Date: 2/17/2023  
Closing Date:  

Department: Finance  
Status: Regular Full-Time  

Duty Location: Binger, OK  
Salary: Based on Experience  

Job Summary:
Primary duties include preparing financial statements and reports and advising company leaders on investment practices and strategies. Financial accountants also communicate a company’s financial status with external audiences and stay current on the latest economic trends affecting financial decisions. Maintain and update accounting records and files, analyze budgets and create expense reports, examine tax policies and handle tax payments and returns, post transactions and categorize records in the general ledger, reconcile bank statements, analyze transactions and departmental requests, conduct month-end and year-end closures, prepare documents for audits, advise directors on financial issues via email or phone, apply new accounting policies and ensure compliance with rules and regulations, and report to the Finance Supervisor and work to improve financial processes.

Qualifications:
Bachelor’s degree in Accounting required; Masters degree in Accounting preferred; Similar experience as a Staff Accountant or relevant role in accounting  
Excellent use of Microsoft Office Word and Excel; very good with spreadsheets  
Knowledge of an accounting information system is a plus  
Attention to detail  
Strong organizational and communication skills  
Confidentiality and integrity

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:
• Strong independent thinking, problem-solving skills, interpersonal, and organizational skills  
• Excellent verbal and written communication skills  
• Organizational and time management skills  
• Maintain highly sensitive and protect confidential information at all times  
• Valid Driver’s License and insurable for liability insurance

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

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Certified Public Accountant</th>
<th>Posting Date:</th>
<th>08/12/22</th>
<th>Closing Date:</th>
<th>Until Filled</th>
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</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Finance</td>
<td>Status:</td>
<td>Regular Full-Time</td>
<td></td>
<td></td>
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<tr>
<td>Duty Location:</td>
<td>Binger, Oklahoma</td>
<td>Salary:</td>
<td>Based on Experience</td>
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</tbody>
</table>

Job Summary:

Under the supervision of the Comptroller, the Caddo Nation CPA is to manage general accounting and financial processes of the Caddo Nation. This position will be responsible for all daily accounting tasks, including preparing tax documents and updating expense files. Perform financial transactions and post them in the general ledger, with strong attention to detail.

Maintain and update accounting records and files, analyze budgets and create expense reports, examine tax policies and handle tax payments and returns, post transactions and categorize records in the general ledger, reconcile bank statements, analyze transactions and departmental requests, conduct month-end and year-end closures, prepare documents for audits, advise directors on financial issues via email or phone, apply new accounting policies and ensure compliance with rules and regulations, and report to the Comptroller and work to improve financial processes.

Qualifications:

Bachelor's degree in Accounting required; Masters degree in Accounting preferred;
Current CPA license
Similar experience as a Staff Accountant or relevant role in accounting
Excellent use of Microsoft Office Word and Excel; very good with spreadsheets
Knowledge of an accounting information system is a plus
Attention to detail
Strong organizational and communication skills
Confidentiality and integrity

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:

• Strong independent thinking, problem-solving skills, interpersonal, and organizational skills
• Excellent verbal and written communication skills.
• Organizational and time management skills.
• Maintain highly sensitive and protect confidential information at all times.
• Valid Driver's License and insurable for liability insurance.

Application Procedure:
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• Current valid Oklahoma Driver’s License
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