

Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at www.kiowatribe.org/job-vacancies. The 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. The Kiowa Tribe 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:	Staff Accountant	Posting Date:	11/13/18	Closing Date:	Open Until Filled
Department:	Finance	Status:	Regular Full-Time		
Duty Location:	Carnegie, Oklahoma	Salary:	\$32,000 - \$45,330/yr		

Job Summary:

The Staff Accountant works under the supervision of the Finance Officer and performs duties in accordance with established policies, procedures, directives and guidelines as outlined in the Financial Management Manual. Ensures financial transactions are recorded correctly. Enters program budget data into the MIP accounting system and assigns source, fund, department, and accounting codes. Prepare and disburse Chart of Accounts in accordance with budgets submitted to the Finance Office. Initiates requests for drawdown of funds for federally funded programs. Disburses monthly expenditure reports on all federal and tribal funds. Process indirect cost recovery fee vouchers.

The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

Qualifications:

Bachelor's Degree with a major in accounting or finance and the completion of thirty (30) semester hours of accounting at the college level is preferred. Experience may be substituted in lieu of education, five to ten years experience in computerized accounting, experience in reconciling balance sheet accounts, and general ledger adjusting entries. Demonstrable knowledge of Sage MIP software or comparable fund accounting software. Knowledge of accounting principles is required and operational familiarity with the OMB Circulars and federal regulations pertaining to tribal governments.

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 possess a Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Driving Policy.
 Must submit to and pass a pre-employment background check.
 Must submit to and pass a pre-employment drug test.
 All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, 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	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	hr@kiowatribe.org