**VACANCY ANNOUNCEMENT**

POSITION: Staff Accountant  
LOCATION: Treasury Department, Concho, OK  
ISSUE DATE: May 30, 2019  
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
This position is under the direct supervision of the Treasurer and any other incumbent assigned by the Treasurer.

DESCRIPTION OF DUTIES:
- Perform routine accounting functions to ensure compliance with Tribal Policies and Procedures; approved budgets and any other rules or regulations that may apply to Tribal Government
- Performs other related work as required or assigned, including preparatory work for outside auditors.

QUALIFICATIONS:
- Bachelor’s Degree in Accounting or Finance, and a minimum of 2 years of Tribal Accounting experience
- Knowledge of Generally Accepted Accounting Principles
- Skill with both spreadsheet and word processing programs
- Experience with fund accounting software packages, ie; MIP
- Able to organize projects and analyze information in order to complete assigned projects
- Communication skills both oral and written
- Detail oriented with strong analytical skills
- Cheyenne and Arapaho preference
- Driver’s licenses required

SALARY: Negotiable, depending on qualifications and experience.
APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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