

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

Position: Date Entry Clerk, Full Time
Department: Treasury
Location: Concho, OK
Issue Date: August 30, 2022 **Closing: Until Filled**

GENERAL DESCRIPTION:

This position is under the direct supervision of the Senior Accountant and any other incumbent assigned by the Treasurer.

DESCRIPTION OF DUTIES:

- Extensive data-entry of program items into the SAGE software database quickly and accurately.
- Assist with weekly payroll entries
- Assist Cash Management Specialist
- Assist Receptionist
- Other Duties as assigned

QUALIFICATIONS:

- High School Diploma or GED & valid Oklahoma Driver's License.
- Must be computer literate and have previous experience with data entry.
- Must be able to follow intricate directions and delegations.
- Must have experience with both spreadsheet and word processing programs
- Able to organize projects and analyze information in order to complete assigned projects
- Team player who can also work independently
- Cheyenne and Arapaho preference

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@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov