

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

Position: Junior Accountant

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:

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

QUALIFICATIONS:

- Associate's Degree preferred
- Knowledge of Generally Accepted Accounting Principles
- Excellent skill with both spreadsheet and word processing programs
- Able to organize projects and analyze information in order to complete assigned projects
- Strong oral and written communication skills
- Detail-oriented with strong analytical skills
- Team player who can also work independently
- 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@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