

VACANCY ANNOUNCEMENT

POSITION:	Accounts Payable Accountant	OPEN:	December 6, 2023
SALARY:	Based on Qualifications	CLOSES:	Open Until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position organizationally falls under the Finance Director of the Kickapoo Tribal Health Center (KTHC) as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. or as needed to address the primary health care needs of the population and ensure fiscal responsibility. The purpose of this position is to process invoices and issue payments. The incumbent must have thorough knowledge of general accounting practices as applied to the Fund Accounting System of KTHC.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- Bachelor's Degree in Accounting, Finance, Business and/or related field, required or equivalent combination of education, training, and experience.
- Knowledge of Bookkeeping and Accounting procedures and techniques.
- Proficient in Microsoft Excel and Word.
- MBA or MSA preferred.

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI and Federal background clearance.
- Must have valid Oklahoma Driver License.

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to kaylee.stevens@okkthc.com.

*Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace*