VACANCY ANNOUNCEMENT

POSITION:	Senior Accountant	**OPEN:**	February 12, 2024
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 served. The purpose of this position is to provide professional accounting services to support the Finance Department; the incumbent will work independently and as a member of a project team.
The Senior Accountant will perform banking activities including bank reconciliations. Prepare monthly journal entries. Prepare monthly financial statements for management of the Kickapoo Tribal Health Center and Business Committee of the Kickapoo Tribe of Oklahoma. Assist the Finance Director in the oversight of the Accounting Department, and with the external audit. Provide supervision of the Accounting Department in the absence of the Finance Director.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:
Education: Bachelor's Degree with major in accounting, business or finance *or* equivalent experience
Master's Degree or CPA, preferred.
Experience: Must have a minimum of two (2) years experience in the fund accounting environment
Experience with a computerized accounting system required.
Previous audit and grant experience
Ability to maintain confidentiality with regard to all phases of the job duties.
Ability to communicate clearly both orally and written.
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

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. Please submit a copy of CDIB card with resume if claiming Indian Preference.

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