VACANCY ANNOUNCEMENT

POSITION:	Staff Accountant	**OPEN:**	March 27, 2026
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 assist in processing payroll, monthly account reconciliations, general ledger entries; prepare and analyze budgets; and perform general bookkeeping for KTHC. Performs duties in support of the Kickapoo Tribal Health Center's mission to ensure the highest quality of patient care in an economically sound and efficient manner.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- Minimum of two (2) years' experience with financial administration of governmental grants/contracts
- Minimum of two (2) years' experience with federal grant awards, drawdowns, and fund reporting procedures
- Minimum of one (1) year experience with payroll processing
- Knowledge of Bookkeeping and Accounting procedures and techniques.
- Associates or Bachelor's Degree in Business and/or Accounting, 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 a valid Oklahoma Driver's 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