

## Kickapoo Tribe of Oklahoma



### NOTICE OF VACANCY

EMPLOYMENT: Finance Specialist

DEPARTMENT: Child Support Program

STATUS: 1 Full-Time

DEADLINE: July 19 2011, by close of business 5:00pm

### JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Finance Specialist. Successful candidates shall be responsible for drafting routine payment plans of support obligations and debts, preparation of child support arrearages, updating child support account balances, and timely receipt and distribution of child support payments. Candidate must be able to work well with the public as well as the court administrator. Finance Specialist must build, update, and maintain financial obligation screens in database and perform money handling duties to process child support payments and prepare financial reports for tribal and federal review. Must be able to maintain a high level of confidentiality

### MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelor's degree preferred in Accounting and or in Business or an equivalent combination of education and experience in social work or child support enforcement.
- (2) **Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language are a necessity.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma  
Attn: Human Resource  
P.O. Box 70  
McLoud, OK 74851

or by fax: (405) 964-7046

**Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.**