

**KICKAPOO TRIBE OF OKLAHOMA****NOTICE OF VACANCY**

EMPLOYMENT: Finance Specialist

DEPARTMENT: Child Support Program

STATUS: 1 Full-Time

DEADLINE: August 26, 2011 by close of business 5:00 PM.

**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 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 communications skills, both oral and written. **Must be able to maintain a high level of confidentiality.**
- (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 an OSBI background investigation if needed. English and Kickapoo language preferred but not required.

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

Kickapoo Tribe of Oklahoma  
Attn: Human Resource      or by fax at: (405) 964-7016  
PO BOX 70  
McLoud, OK. 74851

*Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 28, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.*