

# KICKAPOO TRIBE OF OKLAHOMA



## NOTICE OF VACANCY

EMPLOYMENT: Accounts Payable Administrative Assistant

DEPARTMENT: Tribal Accounting

STATUS: Full-Time

DEADLINE: June 16, 2010, by close of business 5:00 PM.

### JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking an Accounts Payable Administrative Assistant. Successful candidates shall be responsible for completing all accounting administrative functions such as: operating office equipment (copy, fax, phones, computers, etc.), answering telephones and giving information to callers, taking messages, transferring calls to appropriate employees, greeting visitors, setting up and maintaining filing systems for records, correspondence, and other material, completing forms in accordance with company procedures, making copies of correspondence and other printed material, reviewing work done by others to check for correct spelling, grammar, and to ensure that company policies are followed, compose, type, and distribute meeting notes, routine correspondence and data entry, and perform other duties as assigned.

### MINIMUM REQUIREMENTS:

- (1) **Education:** Associates Degree in Accounting/Business and/or one (1) to two (2) year program in Accounting Principles. Education must be beyond a High School Diploma. Three (3) to five (5) years experience preferred.
- (2) **Skills:** Must be functional in Microsoft Office, Micro Information Software, or Automated Accounts Payable.
- (3) **Requirements:** Must possess documents that establish both Identity and Employment Eligibility, pass a drug screening test, and complete an OSBI background investigation if needed.

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

Kickapoo Tribe of Oklahoma  
Attn: Human Resource  
PO BOX 70  
McLoud, OK. 74851  
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 an Equal Opportunity Employer.*