

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Accountant Technician.
DEPARTMENT: Tribal Accounting
STATUS: Full Time
DEADLINE: June 16, 2009, by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking an Accountant Technician. The above listed position will work under the direction of the Kickapoo Tribe Accounting Department. This position will be located at the Kickapoo Tribe of Oklahoma. Successful candidate will be responsible for finance activities which include accounting, payroll, receivables, payables, reconciliation, fund control, general ledger, and daily sales.

MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelors Degree preferred and/or 3 years working experience in a similar position.
- (3) **Skills:** Ability to provide technical assistance and consultation on financial matters. Must have knowledge of accounting principles, practices and techniques and have the ability to work effectively in a high pressure environment.
- (2) **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.