

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Accounting Manager
PROGRAM: Finance
DEPARTMENT: Treasury
LOCATION: Department of Treasury Building, Concho, OK
STATUS: Permanent- Full Time
ISSUE DATE: July 8, 2025

OPEN UNTIL FILLED

GENERAL DESCRIPTION: The Accounting Manager is under the direct supervision of the Senior Accountant. Responsible for managing the financial operations of assigned federal, state, private grants, and other funding sources. Ensuring compliance with federal, state, and tribal regulations while providing accounting and financial guidance to programs. This role includes budgeting, financial reporting, grants management, ensuring audit compliance, preparing financial records for audits, along with meeting monthly deadlines for all grants and funds. The grant and fund portfolio typically includes 30 to 50 separate allocations (grants, funds, or revenue accounts), depending on the funding amounts and reporting requirements.

KEY RESPONSIBILITIES:

1. Budget Oversight and Management:

- Oversee budget preparation, monitoring, and revisions for assigned funds.
- Import budgets and monitor expenditures.
- Review and assist with budget revisions as needed.
- Advise programs on how to proceed with funding adjustments.

2. Financial Reporting and Operations:

- Calculate and record indirect cost expenses and drawdowns for each fund.
- Review and approve expenditures associated with each fund.
- Review and reconcile general ledger revenue and expenses to ensure accuracy.
- Complete adjusting entries to maintain compliance with financial standards.
- Reconcile the general ledger with reports to ensure precise financial reporting.
- Prepare and deliver accurate, timely financial reports, including balance sheets, income statements, and cash flow statements for assigned funds.

- Analyze financial data and provide actionable insights and recommendations to programs.
- Ensure transparency, accuracy, and accountability in all financial operations.
- Compile and submit required financial reports for all contracts and agreements in compliance with guidelines.

3. Regulatory Compliance and Audit Coordination:

- Stay up to date on all applicable accounting, federal, state, and tribal regulations.
- Prepare and reconcile the Schedule of Federal Awards for assigned grants.
- Collaborate with the Treasury Team, external and internal stakeholders, to ensure timely and accurate financial reporting and general ledger management.

QUALIFICATIONS:

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Accounting preferred).
- At least 3 years of experience in financial management, with a preference for experience in government and non-profit sectors.
- In-depth knowledge of financial regulations, accounting principles, and auditing standards.
- Proven experience in budget management, financial reporting, and grants administration.
- Proficient in financial software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills, with the capacity to collaborate effectively with diverse teams, including Tribal leaders, staff, and external partners.
- Ability to maintain confidentiality and manage sensitive financial information with integrity.
- Valid state-issued driver's license.

WORKING CONDITIONS:

- Full-time position, Monday through Friday, 8:00 AM to 5:00 PM; hours may vary based on the Tribes' needs.
- Occasional evening or weekend work may be required during audit season, with compensatory time available for approved overtime hours.
- Travel may be necessary for meetings, conferences, and audits.

Department of Treasury



SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov