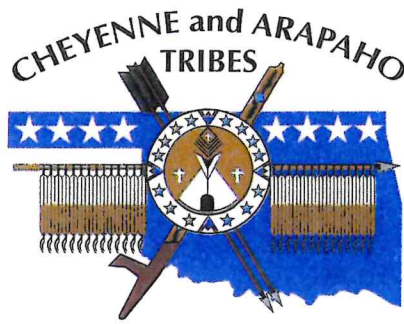


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Accounting Associate
PROGRAM: Finance
DEPARTMENT: Treasury
LOCATION: Treasury Bldg. Concho, OK
ISSUE DATE: October 22, 2025 **CLOSING:** October 28, 2025

GENERAL DESCRIPTION: The Accounting Associate works under the direct supervision of the Senior Accountant and collaborates closely with the Accounting Manager to support the day-to-day financial operations of federal, state, private grants, and other funding sources. This role plays a vital part in ensuring timely and accurate processing of financial data, assisting in grant tracking, supporting compliance efforts, and preparing documentation to assist in audit readiness. The Accounting Associate helps maintain the integrity of financial records and ensures financial procedures are followed in accordance with tribal, state, and federal guidelines. 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 and Financial Support:

- Assist in importing and tracking budgets for assigned grants and funds.
- Monitor expenditures against budgets and reconcile discrepancies.
- Support the development of budget revisions and fund reallocations.
- Help programs understand financial procedures and documentation requirements.

2. Financial Reporting and Operations:

- Assist with monthly reconciliations of general ledger accounts.
- Calculate and record indirect cost expenses and drawdowns for each fund.
- Maintain organized financial records, including invoices, receipts, and drawdown documentation.
- Review and approve expenditures associated with each fund.
- Prepare and post standard and adjusting journal entries as directed.
- Generate preliminary financial reports and assist in preparing balance sheets, income statements, and cash flow statements.
- Help compile supporting documents for reports and fund-related inquiries.
- Ensure transparency, accuracy, and accountability in all financial operations.

3. Compliance and Audit Preparation:

- Keep up-to-date on relevant accounting standards and federal grant regulations.
- Assist in tracking compliance with grant conditions and tribal financial policies.
- Support the reconciliation of the Schedule of Federal Awards.
- Prepare required documentation for audits and help respond to auditor requests.
- Collaborate with the Treasury Team, external and internal stakeholders, to ensure timely and accurate financial reporting and general ledger management.

QUALIFICATIONS:

- Associates or Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- 1-2 years of experience in financial or accounting support, preferably within government or non-profit organizations.
- Familiarity with generally accepted accounting principles (GAAP), financial regulations, and basic auditing standards, with a preference for experience in grant-funded environments or tribal/government financial operations.
- Proficient in financial software and Microsoft Office Suite (Excel, Word, and PowerPoint), with the ability to learn new systems quickly.
- Solid analytical and problem-solving skills, with attention to detail in financial data entry and reconciliation.
- Clear and professional communication skills, with the ability to work collaboratively with team members, program staff, and external partners in support of financial operations.
- 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