



VACANCY ANNOUNCEMENT

Accounting Liaison Assistant

OPENING DATE:	05/24/2023	CLOSING DATE:	06/07/2023
SUPERVISOR:	Accounting Liaison	SALARY:	TBD
LOCATION:	Administration Building – Tribal Complex	STATUS:	Regular Full-Time

JOB SUMMARY

Accounting Liaison Assistant possesses a general knowledge of accounting and payroll functions. Assist with deliverables sent and received by the Tribe, Outsourced Accounting Company, Outsourced Payroll Company, Outsourced Accounting Firm, and Tribally Owned entities as assigned.

DUTIES AND RESPONSIBILITIES

- Assist the Accounting liaison with correspondence between the Tribe and outsourced accounting and payroll companies. Assists by ensuring all required supporting documentation are attached and all forms are signed.
- Assist the Accounting liaison with correspondence between the Tribe, outsourced accounting firm, and Tribally owned entities as directed by the Tribal President, as needed.
- Assist in receiving all invoices/bills and forwarding them to the proper department for payment.
- Reviews payment/check requests, as needed, assists in forwarding required documentation for requisitions, and distributes accounts payable checks to the proper department.
- Assist with preparing, sending, and receiving accounting information from program directors, outsourced accounting companies, and the Tribe.
- In the absence of the Accounting Liaison receives and counts all income (cash, checks, refunds, rebates, etc.), prepares deposit slips, and deposits into respective accounts on a weekly basis. Forwards information to outsourced accounting company.
- Assists with receiving and reviewing all travel requests and assigns T-number to Travel Authorizations, and distributes checks to the proper department. In the absence of the Accounting Liaison secures hotel reservations for all employees.
- Assist in the maintenance of contracted copiers, inclusive of ordering copier supplies, and requesting service as necessary, inclusive of current contracted copiers for the Administration Building.
- Assist in the monthly copier readings and submitting monthly payments, as needed. Sends invoices to program directors for the monthly copier charges for each department.
- Assist in the maintenance of the postage machine, inclusive of ordering supplies, requesting service as necessary, and having additional postage added as required.
- Assist in the monthly postage readings and submits payments. Sends invoices to program directors for the monthly copier charges for each department.

EDUCATION AND EXPERIENCE

- Must possess a High School Diploma or GED.
- Completed at least two (2) years in Business Administration, Accounting, or related field in an accredited College or University. May combine any equivalent combination of experience, training, and/or education.
- Must have had at least four (4) years of work experience in clerical work and be able to work independently with minimum supervision.
- Familiar with banking transactions, including account deposits, and accounting procedures.
- Be computer literate and able to operate software for letter processing and spreadsheets.

REQUIREMENTS

Must possess a valid Oklahoma Driver's License.
This position requires a successful background check and drug screening.

APPLICATION PROCEDURE

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

Submit To E-mail: Humanresources@wichitatribe.com

OR drop off at: 414 Wichita Circle, Anadarko OK 73005

Phone: 405-247-2425

EMPLOYMENT PREFERENCE

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.

SIMPLE IRA, 3% Tribal matching contribution.

Vacation and sick leave.

Paid holiday leave.