

# Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at [www.delawarenation.com/human-resources/](http://www.delawarenation.com/human-resources/). Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

<b>Job Title:</b>	Per Capita Specialist	<b>Posting Date:</b>	April 15, 2021	<b>Closing Date:</b>	April 29, 2021
<b>Department:</b>	Finance	<b>Status:</b>	Full-Time		
<b>Location:</b>	Anadarko, OK				

### Position Summary:

Under the supervision of the Finance Director. This is a newly established position to support the finance and administration of the Delaware Nation. This position will assist in developing, streamline and distribute shared casino revenue and tribally owned economic development revenue payments to eligible Delaware Tribal members while meeting tribal and compliance obligations. Performs all functions in accordance with generally accepted accounting principles (GAAP), Federal regulations, Gaming regulations, Tribal legislation and Financial policies and procedures.

### Qualifications

1. High School Graduate or GED with a minimum of three years in accounting field *Preferred: Associates in accounting, finance or related field and experience	2. Tribal government accounting experience a plus Knowledgeable of accounting principles, requirements and practices
3. Understanding of policies and procedures, legislative compliance, tribal compliance	4. Ability to communicate well and understand oral and written instructions
5. Proficient and intermediate in MS-applications and MIP Fund Accounting software	6. Must be able to be a self-starter and work independently

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

• Valid Oklahoma Driver License
• Pass drug testing requirements
• Pass Background Check per P.L. 101-630
• Ability to tactfully meet and communicate with tribal members, public, and staff

### To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

### Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

\*\*A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.