

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/. 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.

Job Title:	Accounting Tech I	Posting Date:	02/24/2023	Closing Date:	Until Filled
Department:	Finance	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the supervision of the Finance Director, and in cooperation with Finance Staff, assists with duties associated with the provision of bookkeeping/accounting services and grants accounting.

Qualifications

1. High school diploma or GED with some college credit hours preferred	4. Knowledge of computerized accounting system and Microsoft Office Suite preferred
2. Knowledge of bookkeeping/accounting requirements and financial reports	5. Knowledge of grant funding/accounting preferred
3. Knowledgeable in operation of 10-key, basic typing and computer skills	

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

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.