



Federally Recognized
October 3, 1950

UNITED KEETOOWAH BAND of CHEROKEE INDIANS in OKLAHOMA

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

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TREASURER
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D.H.θF D.Λθ

Cliff Wofford
COOWEESCOOWEE
J.θ.θD.θ

Tishaleta Gueverra
DELAWARE
D.T.θ.Λ

Frankie Still
FLINT
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Willie Christie
GOINGSNAKE
T.θ.θ D.θ.T

Janelle Adair
ILLINOIS
θ.θ.Λ.T

Charles Smoke
SALINE
A.S.θ.V

Donald Adair
SEQUOYAH
θ.V.θ

Sammy Allen
TAHLEQUAH
θ.P.T

Internal/External Announcement

Opening Date: 4/13/2026

Closing Date: Until Filled

Applications can be obtained and then submitted using the information listed above or by email:
m Downing@ukb-nsn.gov

Job Title: Accounting Specialist – Housing

Department: Housing Dept

Location: UKB Tribal Complex – Tahlequah

Reports To: Housing Director

Status: Full-time, Non-Exempt

Pay: BOE

Summary

Maintains accurate records and resolve any discrepancies in the accounting with a strong emphasis on grant management, particularly HUD funding, other federal, state and local funding sources – as well as program and unrestricted funding. Ensures compliance, transparency, and accountability across all financial activities, including rental revenue tracking, reporting, and day-to-day operations. Compliance with Tribal housing policies and procedures and regulations. Accurately enter financial data into the accounting system. Assist in preparing journal entries and closing financial periods. This role supports the Housing Department by safeguarding resources and prompting sustainable financial practices.

Essential Duties and Responsibilities

Administers and monitors all grant funding streams, including HUD and other tribal, federal and state grants. Ensures compliance with grant terms, allowable costs, and reporting deadlines. Collaborates with program managers to align budgets with programmatic goals. Responsible for daily financial functions including accounts payable/accounts receivable and bank reconciliation. Maintains accurate general ledger and chart accounts. Prepares monthly, quarterly, and annual financial statements and reports for Housing Committee, program managers, and funding agencies. Assists in coordinating annual audits and financial reviews with external auditors. Monitors and reconciles rental income, deposits, and tenant payments. Ensures timely positing of transactions and bank deposits. Ensures accuracy and completeness in recoding daily transactions. Examines paperwork for correct information. Assists in maintaining organized financial reports that can be easily retrieved. Assists in development, management and reviews of program budgets. Ensures compliance with GAAP, federal and state regulations and Housing financial policies. Demonstrates commitment to confidentiality, integrity, and ethical financial stewardship. Other duties as assigned.

Education and Experience Requirement

Bachelor's degree in accounting or related field; or at least three (3) years of government fund accounting is required with an emphasis in working with tribal governments or housing authorities.

Job Qualifications

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.



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Must comply with all Health policies established by the Tribe.

Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.

Other Skills and Abilities

Proficiency in relevant accounting software.

Compliance with internal control procedures.

Knowledge of Tribal, Federal and State legislative guidelines affecting financial matters

Knowledge of best practices for cash management, budgeting, payroll, purchasing and payables.

Knowledge of HUD grant compliance and reporting requirements.

Establishing effective working relationships with coworkers, diverse groups and individuals.

Communicating effectively both verbally and in writing.

Problem solving and effective financial analysis.

Computer skills, including Excel, Word, and various finance systems.

Interpreting administrative guidelines and applying them to the work situation.

Organizing multiple tasks and priorities and effective time management.

Ability to travel, if required.

Supervisory responsibilities

This position has no supervisory responsibilities.

UKB and Tribal Preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to m Downing@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date