



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 09/04/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ACCOUNT SPECIALIST			
Pay Grade SG 9	Salary Range \$28,308-36,940	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Child Care Account Specialist will be under the direction of the Financial Officer. The Child Care Account Specialist will be responsible for receiving and posting payments for child care services received from parents and other assistance programs, prepares daily deposit. They will assist the Financial Officer with accounts payable/purchasing system, posting of expenditures to the child care budgets. They must possess an advance understanding of computer operations. They will maintain filing system.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Establishes and maintains office files. 2. Receives payments from parents and other assistance programs. 3. Post daily payments received into the Child Development Center filing system. 4. Prepare daily deposit of payments received and generate receipts to clients. 5. Assist Financial Officer with accounts payable/purchasing system. 6. Assist in processing of Purchase Orders invoices and with problem solving on invoices. 7. Post expenditures to child care budget. 8. Use Automated systems and operate office equipment/software at an acceptable level of proficiency. 9. Assist with reports. 10. Maintain confidentiality of all Office of Child Care clients and personnel. 11. Maintains positive customer relationships by providing prompt and appropriate responses. 12. Reviews child care assistance payment request for accuracy. 13. Other duties as assigned.
Minimum Requirements:	High school diploma or G.E.D. with 4 years experience in related field with computer knowledge. Knowledge in Microsoft Office programs.
Preferred Requirements:	Associates Degree in Business or Accounting.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses	



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required:

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs. Up to 100 lbs. Over 100 lbs.

Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all



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other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.