



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

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|--|---------------------------------|------------------------------|-------------------------|
| Submitted Date 01/21/2019 | Employee Requisition Number | JOB OPPORTUNITY | |
| Title/Position: ACCOUNTING MANAGER | | | |
| Pay Grade MG 9 | Salary Range \$64,854-84,593 | Classification Management | |
| Department: FINANCE/ACCOUNTING | Location: Okmulgee | Location Code: 72 | FT/PT 1-Full Time |

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

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| General Summary: | The Accounting Manager will oversee the workflow in the accounting department; ensure timely recording of transactions and payment of invoices; have documentation available on posted transactions; verify classification of transactions and balances; and assist with the financial close and preparation for audits. |
| Principal Duties and Responsibilities: | <ol style="list-style-type: none"> 1. Maintain knowledge of generally accepted accounting principles, governmental accounting standards, and financial system. 2. Provide supervision to staff accountants. 3. Establish development plan for staff which includes training on accounting processes and financial system. 4. Monitor work productivity, technical issues and internal controls. 5. Maintain staffing schedules to ensure timely recording of transactions and payment of invoices. 6. Maintain paper and electronic records of posted journals and A/P vouchers. 7. Verify revenue, expense, and balance sheet accounts to ensure properly posted transactions and balances. 8. Review cash balances and prepare drawdown request for all federal contracts and maintain all federal drawdown schedules. 9. Use bank confirmations to verify all direct deposits and cash transfers. 10. Prepare funds available reports and transfer funds based on basic work documents. 11. Ensure Treasury Restricted Equity and Deposits Held for Others schedules are reconciled. 12. Backup staff accountants to review and approve payment requests. 13. Assist with the financial close and preparation for audits and verify and record all audit adjustments. 14. Assume additional duties and responsibilities reasonably expected of a person in this position. |
| Minimum Requirements: | Bachelor's degree in accounting. A degree in Business Management with a minimum of six hours in accounting may be substituted for an |



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| | Accounting Degree. Must possess a minimum of two years of work experience in accounting. Must be proficient in Excel and have excellent verbal and written communication. |
| Preferred Requirements: | Master's degree in accounting. Minimum of 4 years as a supervisor. Experience in municipal and/or tribal government accounting and accounts payable functions. |
| Valid Oklahoma Driver's License required? | Yes |
| Please list any additional licenses 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



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