



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 01/21/2019	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ACCOUNTING TECHNICIAN			
Pay Grade SG 10	Salary Range \$31,865-41,579	Classification Full Time	
Department: ACCOUNTING II	Location: Okmulgee	Location Code: 72A	FT/PT 1-Full Time

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

General Summary:	Verifies completeness of payment requests, prepares payment vouchers and enters payment information into the Nation's accounting system. Coordinates with program managers and staff the receipt of proper authorization and documentation of transactions. Assists with check processing and filing of payment vouchers.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Inform program management and staff of invoices that are without a purchase order or an Authorization for Payment (AFP) and records communication. 2. Reviews accounts payable emails for payment documents to be processed. 3. Perform invoice verification and processing procedures (including the destruction of duplicate invoices) and scan payment information into the accounting system. 4. Prepare payment vouchers to correspond with purchase orders for payment, attaches supporting documentation, and scans information into the accounting system. 5. Print checks daily and on emergency basis. Record check numbers in register. Attach check stubs to payment vouchers. Export positive pay file. 6. File payment vouchers and other documents as necessary. Obtain receipts for prepayments and attaches to payment document. 7. Willingly assume all other responsibilities necessary to ensure continuity within the Treasury Department, and compliance with all tribal and federal requirements.
Minimum Requirements:	High School or GED with data entry experience and ten key by touch. Timeliness and accuracy are imperative. Must possess good verbal and written communication skills. Must be computer literate. Ability to multitask.
Preferred Requirements:	Associates Degree and/or technical certification. Knowledge of Muscogee (Creek) Nation.
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.