



Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Accounting Analyst-Council Oak
VACANCY ANNOUNCEMENT: CN-24-35

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, three hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy, and optometry.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to assist with the financial and budgeting activities of the Department of Health. Incumbent is responsible for assisting in the preparation of annual budgets, assisting and reviewing budget modifications, entering budget modifications in accounting system and tracking percentages per Tribal policies, assisting in the setup of general ledger accounts for accurate recording of expenditures, working with directors and managers to ensure proper accounting of expenditures in programs, assist in the preparation of financial reports for internal and external use, assist with the review of grant funding proposals, assist in the annual audit workpapers as directed by CFO, preparation of schedules with documentation of expenses to support governmental funding received such as COVID-19 funds. This is an exempt position applicable to the FLSA. This Position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A minimum of an Associates's degree in a business-related field with a Bachelor's degree preferred. Four (4) years of experience in a business-related field with accounting preferred.

EVALUATION METHODS: Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of the principles and practices of governmental and/or tribal budgeting and accounting.
 2. Sufficient formal and/or informal training experience with Excel and analysis.
 3. Professional knowledge of the principles and practices of organization/management.
 4. Knowledge of governmental funds accounting principles and the ability to apply these principles to programs and activities of the Department of Health.
 5. Strong interpersonal and communication skills; capable of making presentations, training staff and upper management on financial applications.
 6. Ability to work within teams to determine appropriate system requirements and set-ups in regard to patient accounting systems, time-keeping and other Department of Health specific systems.
 7. High level of integrity, confidentiality, and dependability with a strong sense of urgency and results orientation.
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APPLICATION PROCEDURES: Apply online at [Department of Health Application](#).(Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed but are not required. For further information, call Tracy Watters at (918) 762-0307. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

Staffing Coordinator

Date