

Iowa Tribe of Oklahoma  
Vacancy Announcement



Position: Executive Administrative  
Assistant

Position Status: Full-Time

Position Number: 5586

Department: Administration

Location: Complex

Issuing Date: November 15, 2011

Closing Date: Until Filled

**Mailing Address:**

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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**SUMMARY**

The incumbent reports directly to the Tribal Administrator and is responsible for providing administrative support to the Business Committee Members with additional primary responsibilities to the Treasurer. This individual is expected to exercise a high degree of confidentiality and responsibility in the conduct of administrative duties. In the performance of job duties, this individual must exercise sound judgment, initiative and self direction.

**ESSENTIAL DUTIES AND PRIMARY RESPONSIBILITIES** include the following:

Provides administrative support to the Business Committee Members with additional primary responsibilities to the Treasurer

Assist in coordinating and scheduling meetings and travel schedules

Assist with travel arrangements and travel reconciliations

Completes special projects, such as; compiling data for analyzing budgets and creating financial reports

Coordinates and assist in preparation for monthly Business Committee meeting

Participates in planning and coordinating special tribal events and activities

Maintains complete and accurate files pertaining to financials within a filing system in accordance with established policies and procedures

Works with accounts payable to process check request and manage vendor invoices

Maintains all office equipment

Inventories office supplies and prepares purchase orders

Assist with incoming calls, greeting customers and scheduling appointments

May perform other related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Microsoft Office expert including Outlook, PowerPoint, Excel and Word
- Particular expertise in creation and editing of power point presentations relating to financial data
- Familiarity with various internal operating systems including Travel, and Accounts Payable
- Able to establish effective relationships with all levels of management within and outside of the company
- Able to remain composed and organized in very fluid environment that is deadline focused
- Able to work independently, as well as part of a team, with the desire to assist with varying needs within the group
- Must be able to handle and communicate confidential information with the utmost discretion
- Must be motivated and a self starter.
- Experience with American Indian Communities. A demonstrated ability to work effectively with diverse individuals and groups.
- Must have strong organizational skills and be detail oriented.
- Knowledge and understanding of casino and tribal government operations.
- Strong communication skills and presentation skills.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indian preference applies.

#### **EDUCATION and/or EXPERIENCE**

- Must have High School Diploma or equivalent.
- Must have 1-year general office experience or equivalent business or clerical coursework.

#### **LANGUAGE SKILLS**

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **REASONING ABILITY**

Ensure compliance with company standards, processes, and ethics policies in all tasks and immediately bring possible financial compliance issues to the attention of the treasurer or tribal administrator.

#### **CONDITIONS OF EMPLOYMENT**

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.