



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-25-014 Position Title: Director of Commerce and Tax Revenue	Opens: 10/01/24 Closes: OUF
Salary Rate: \$60,000 - \$75,000	Duty Location: Carnegie, OK

JOB SUMMARY

Provide administration and enforcement of the Kiowa Commerce and Tax laws based upon the goals and objectives of the Kiowa Tribe Business Code and General Revenue and Taxation Act

- Review overall efficiency of the Kiowa Department of Commerce and Tax revenue
- Directs and supervises the administration of tribal commerce and tax laws
- Adheres and follows all tribal policies and procedures
- Prepares the departmental annual operations budget
- Receives, analyzes, and gathers pertinent data
- Administers tribal tax laws
- All other assigned duties

Reports To: Chairman

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's degree in business administration **or** related field and four years of experience in the administration of commerce, business, or tax laws. MBA with an emphasis on commerce and taxation preferred.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Intermediate to advanced computer skills (Word, Excel, Power Point, etc.)
- Must possess a valid Oklahoma state driver's license
- Must be an insurable driver under the Kiowa Tribal Driving Policy
- Must submit to and pass pre-employment background check and drug test
- Subject to random drug testing

SUBMIT TO: hr@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.