



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-24-0034	Opens: 03/20/24 Closes: OUF
Position Title: Tax Administrator	
Salary Rate: \$52,000 to \$64,000/Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The Tax Administrator is responsible for collecting oil and gas tax revenues on tribal and allotted lands, property taxes on motor vehicle tags and renewals. Maintains and provides various Tax Commission data reporting requirements for the department. Supervise Tax Clerks and clerical staff to ensure accountability for the daily operations, deposits and reporting revenue as required.

Goal: The goal is to provide administration and enforcement of the tax laws based upon the goals of the Kiowa Tribal tax laws and objectives of the General Revenue and Taxation Act.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's degree in Business Administration, Public Administration or related field and four (4) years of experience in the administration of law or equivalent of education and experience preferred.

- Reviews the overall operational effectiveness and efficiency of the Kiowa Tax Commission and makes necessary changes to improve services.
- Directs and supervises the administration and enforcement of tribal tax laws.
- Responsible for the preparation of the Tax Commission budget and operating the assigned unit with the limits set by the budget.
- Receives, analyzes and gathers pertinent data; answers inquire referred to the Tax Commission,
- Administer the tribal tax laws based on the goals and objectives set forth in the contract and as set forth by the Kiowa Tax Commission and other applicable tribal tax laws, rules and regulations.
- Supervise compliance ad implantation of tribal tax law.
- Confers with individuals or business representative by telephone, correspondence, or in person to determine amount of delinquent taxes.
- Oversees the effective compliance and enforcement of corporations, oil and gas companies operating in tribal and individual allotted lands.
- Responsible to and follows all Tribal policies and procedures.
- All other duties assigned.

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 Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.

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.