



Housing Authority of the Seminole Nation of Oklahoma

Account Tech I

The Accounts Tech I reports to the Finance Manager and is responsible for providing financial administrative and clerical duties. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. This includes working with vendors and service providers to reconcile purchase orders and paying invoices by writing checks or using electronic payment methods. All transactions must be approved by the Finance Manager and Executive Director.

An application for employment can be found at hasnok.org. Submit your application, resume and a copy of your valid driver's license. Applicant will be subject to a nationwide background check, motor vehicle report, and drug screen.

Please submit your information to: HASNOK, Attn: Administrative Officer, P.O. Box 1493 or 120 West 4th Street, Wewoka, OK 74884 or email to administrativeofficer@hasnok.org (405) 257-6604.

Position open until filled.