

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Dr
Green Bay, WI 54303



OR MAIL TO:

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

APPLY ONLINE AT:

www.oneida-nsn.gov

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Senior Accountant
POSITION NUMBER: 01835
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: As Assigned
SALARY: E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: December 4, 2015
CLOSING DATE: Until Filled
Transfer Deadline: December 11, 2015
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Under indirect supervision of the assigned supervisor, monitors the business activities of the organization through the maintenance and control of financial records. Perform advanced accounting functions in the management of the business affairs. Prepare integrated financial and statistical reports, statements, projections and recommendations that may have long-term impact on funding for the organization in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Provide leadership and guidance to accounting staff. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Research and develop management reporting and financial tools. Prepare financial analysis and makes recommendations for improvements.
2. Develop, verify and maintain all financial report definitions to ensure accuracy.
3. Facilities development of improvements to accounting processes.
4. Develop, verify and maintain all financial report definitions to ensure accuracy in Chart of Accounts, Macros, Query.
5. Communicate professionally to establish and maintain working relationships with staff, clients, and management.
6. Provide quality customer service to both internal and external customers on a timely basis.
7. Reconcile sub systems to general ledger.
8. Perform investment and debt accounting, debt covenant reporting, cash flow analysis, bank reconciliation review, account reconciliations and financial forecasting activities.
9. Lead cross functional teams to resolve discrepancies and improve processes.
10. Prepare timely and accurate financial reports for business units, external agencies, and department management.
11. Prepare and coordinate audit schedules, documents annual external audit. Ensures necessary recommended changes are made to be in compliance with audit findings.
12. Research and resolve tax reporting issues.
13. Review reports for variances, trends, proper consolidation and current financial position.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Maintain a working knowledge of business unit's operations and associated industry standards.
15. Reconcile general ledger accounts with supporting documentation to ensure balance sheet accounts are properly classified, recorded at realizable value and supported by adequate documentation.
16. Develop a working knowledge of each system module and its contribution to financial reports including General Ledger, Accounts Payable, Accounts Receivable, Payroll, Purchase Management, Fixed Assets, Intra-tribal and Project Management.
17. Perform periodic internal review of procedures and make recommendations for improvement and identify training needs.
18. Lead and/or facilitate in implementing and testing upgrades to the financial system and accounting software.
19. Work cooperatively with internal and external auditors. Assist independent auditors with interim and year-end audits.
20. Provide leadership and guidance to accountants, clerks, and staff.
21. Train department on financial systems, processes and reporting.
22. Create, maintain and update Standard Operating Procedures.
23. Maintain professional and technical knowledge by conducting research, participating in cross training, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
24. Maintains confidentiality of all privileged information.
25. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
26. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
27. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands; reach with hands and arms; and talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level; some travel may be required.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements including Generally Accepted Accounting Principles and Governmental Accounting Standards.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of finance, budgeting, accounting and cost control procedures.
4. Knowledge of computerized information systems used in financial and/or accounting applications.
5. Knowledge of software to quantify and illustrate complex financial reports, comparisons, impacts and/or projections.
6. Knowledge of employee development and performance management.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Skill in preparing, reviewing, and analyzing operational and financial reports.
9. Ability to analyze budgetary expenditures for compliance with funding agencies' budgets, policies and procedures.
10. Ability to monitor and maintain revenue levels and liability accounts.
11. Ability to exercise independent judgment.
12. Ability to meet daily, weekly, monthly and yearly accounting deadlines.
13. Ability to evaluate and interpret data and recognize trends.
14. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
15. Ability to work independently and meet strict time lines.
16. Ability to communicate efficiently and effectively both verbally and in writing.
17. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

21. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
22. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Accounting; five (5) years work experience in accounting.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**