

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
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:

<http://oneida-nsn.gov>

FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Senior Accounting Assistant
POSITION NUMBER: 01814
DEPARTMENT: Accounting
LOCATION: 2020 Airport Drive, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Accounting Director
SALARY: NE10 \$14.68/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: July 21, 2016
CLOSING DATE: July 28, 2016
Transfer Deadline: July 28, 2016
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

Performs a wide variety of duties that include, but are not limited to, verifying, processing, and reconciling financial transactions related to accounts payable, accounts receivable, Gaming sales/purchases, and fixed assets. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide for the delivery of excellent customer service for all internal and external customers of the Accounting Department at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino operations. Develop solutions for customer concerns and continually focus on customer service.
2. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
3. Develop, maintain, and facilitate effective relationships, communications processes, and activities with all Gaming services personnel, and all other internal and external customers. Ensure established procedures and processes are utilized at all times to ensure maximum understanding and coordination is in place.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Calculate and determine appropriate coding of transactions for data entry.
6. Log and enter all Gaming invoices into payables ledger with accuracy.
7. Reconcile financial information such as, cash receipts and open accounts payable.
8. Verify completeness, accuracy, and documentation of data for Accounts Payable, Accounts Receivable and Cash Receipts, Fixed Assets, and/or General Ledger.
9. Assist Gaming business units with quality assurance and safeguard Gaming assets.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Provide quality services to both internal and external customers by furnishing accurate information, researching, resolving problems, and providing assistance as requested on a timely basis.
11. Assure compliance with federal and state tax reporting requirements in the processing of payments to employees and vendors.
12. Assist Gaming business units in disposal, transfer, repair, trade, or salvage of assets/equipment.
13. Ensure Gaming business units properly tag and record assets in the Fixed Asset module.
14. Conduct required physical inventories utilizing the inventory system and investigate variances as needed.
15. Prepare and distribute reports to business units, management, and outside agencies as needed/required.
16. Participate in team activities to identify processes and department improvement opportunities, evaluate alternatives, and implement solutions.
17. Work closely with Oneida Gaming Commission personnel to ensure the integrity of Class II and Class III Gaming compliance and regulations are being followed.
18. Participate in training activities to expand knowledge of the software and financial procedures; allowing for rotation of job responsibilities and skill sharing across the department.
19. Cross train in the different Gaming Accounting areas as directed by supervisor; rotates job responsibilities to all areas of the Gaming Accounting Department as needed.
20. Adhere to all Gaming and Departmental Standard Operating Procedures.
21. Contribute to the team effort.
22. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
23. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
24. 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 sit, walk, use hands to finger, handle, feel, reach with hands and arms, talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level. Extended hours and irregular shifts may be required.
4. Work environment is **NOT** smoke, noise, or dust free.
5. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of the gaming division, its governing structure, documents, and relationship to the Oneida Tribe.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
3. Knowledge of records management and basic accounting procedures.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
5. Skill in preparing, reviewing, and analyzing operational and financial reports.
6. Ability to cross train and rotate job responsibilities.
7. Ability to operate a 10-key calculator.
8. Ability to exercise independent judgment.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to work independently and meet strict time lines.
11. Ability to communicate efficiently and effectively both verbally and in writing
12. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe 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.

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STANDARD QUALIFICATIONS: (Cont.)

17. 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.

1. Knowledge of Infinium and AS400.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older.
2. Associate's Degree in Accounting or closely related field.
3. Two (2) years accounting or bookkeeping work experience; an equivalent combination of education and experience may be considered.
4. Experience and knowledge of personal computers working with spreadsheet and data base programs is required.
5. Math skills are required. **(Must pass a math test which will be administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of Diploma, License, Degree or Certification upon employment.**