

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:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Accountant
POSITION NUMBER: 01668
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: As Assigned
SALARY: NE14 \$21.49/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: August 4, 2016
CLOSING DATE: Until filled
Transfer Deadline: August 11, 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

Calculate, review and reconcile financial information to ensure accuracy and completeness. Provide financial statement review, report generation, and budget preparation in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure financial information is complete, accurate, and in compliance with generally accepted accounting principles, and federal, state and local accounting policies and procedures.
2. Prepare timely and accurate financial reports for business units, external agencies, and department management.
3. Prepare audit schedules.
4. Review reports for variances, trends, and current financial position.
5. Calculate, code and enter transactions into financial system including journal entries, and sub-system corrections.
6. Maintain a working knowledge of business unit's operations and associated industry standards.
7. Assist business units with discrepancy resolution, interpretation of financial results, budget preparation and system, and Standard Operating Procedures.
8. Reconcile general ledger accounts with supporting documentation to ensure balance sheet accounts are properly classified, recorded at realizable value and supported by adequate documentation.
9. Verify petty cash, cash on hand and physical inventory balances.
10. 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.
11. Assist in implementing and testing upgrades to the financial system and accounting software.
12. Work cooperatively with internal and external auditors.
13. Participate in staff meetings and acts as a mentor to Accounting Assistants and staff members.

JOB DESCRIPTION

Accountant

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Maintain professional and technical knowledge by conducting research, 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.
15. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
16. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
17. 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; reach with hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with a moderate noise level.
3. 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 finance, budgeting, accounting and cost control procedures.
2. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Skill in preparing, reviewing, and analyzing operational and financial reports.
4. Ability to exercise independent judgment.
5. Ability to meet daily, weekly, monthly and yearly accounting deadlines.
6. Ability to evaluate and interpret data and recognize trends.
7. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
8. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
9. Ability to work independently and meet strict time lines.
10. Ability to communicate efficiently and effectively both verbally and in writing
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Must pass a background security check with the Oneida Tribe 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.
15. 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 applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.

MINIMUM QUALIFICATIONS:

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

1. Associates Degree in Accounting; four (4) years accounting work experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

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