



**ONEIDA**  
**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:**

[www.oneida-nsn.gov](http://www.oneida-nsn.gov)

**FIRST POSTING OPEN TO ENROLLED ONEIDA MEMBERS ONLY**

**POSITION TITLE:** Auditor  
**POSITION NUMBER:** 00170  
**DEPARTMENT:** Internal Audit  
**LOCATION:** N7210 Seminary Rd Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Audit Manager  
**SALARY:** E04 \$38,063/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** August 8, 2016  
**CLOSING DATE:** August 15, 2016  
**Transfer Deadline:** August 15, 2016  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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**

Perform independent and objective appraisals of assigned Tribal activities as a service to the organization and management. Participate in the conduct of audits by gathering information, performing audit program steps, properly completing standard work papers through observations and record testing, and preparing draft reports, which communicate findings and observations. Recognize conditions or situations, which require additional attention by Audit Management. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Test a variety of accounting, financial, and operational records, policies, and procedures.
2. Participate in audits verifying the detail of recorded transactions to include, but not limited to; conducting detail examination of receipts, disbursements, payroll records, work orders, receiving reports, and other accounting and operating documents to ascertain whether transactions are properly supported and recorded as needed.
3. Effectively uses computer programs in the analysis of data.
4. Implement audit approach and program for efficient and effective audit of assigned areas.
5. Verify source records and reports to determine reliability for readability.
6. Summarize laws and ordinances to recommend appropriate measurements of compliance within the audit work.
7. Examine variances and advise the supervisor of deviations from expected conditions.
8. Conduct interviews, summarize results, identify areas of concern regarding economy, efficiency or compliance and discuss with supervisor.
9. Draft reports at assignment completion and recommend solutions to observed problems or efficiencies as appropriate.
10. Prepare work papers, schedules, and summaries.
11. Participate in professional self-development, e.g., Institute of Internal Auditors seminars and workshops, etc.

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#### **DUTIES AND RESPONSIBILITIES:**

12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
13. Contribute to a team effort and accomplish related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. 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 and walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
2. Occasionally stand, stoop, and kneel; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level. Must be able to work nights, weekends and holidays as needed/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 modern office practices, procedures, and equipment.
2. Knowledge of records management and basic accounting procedures.
3. Knowledge of modern principles, practices and theories of public administration, personnel administration, and financial management.
4. Knowledge and understanding of the principles of supervision, organization and administration.
5. Knowledge of accounting principles, business processes and financial transactions and presentations.
6. Skill in analytical reasoning and memory.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Excellent organizational skills.
9. Ability to collect and evaluate information in accordance with established criteria/requirements.
10. Ability to plan, conduct and participate in meetings in which the collective resources of the group members are used efficiently, promoting teamwork.
11. Ability to develop and maintain professional relationships with a variety of individuals at all levels and groups in a complex, multi-cultural environment.
12. Ability to meet multiple and shifting priorities and strict deadlines while maintaining a positive attitude.
13. Ability to work as a team, to clearly and effectively present Audit's position and recommendations.
14. Ability to present a professional appearance and demeanor as a representative of the Oneida Nation.
15. Ability to write clear and concise reports, memoranda, and letters.
16. Ability to communicate effectively in the English language both verbally and in writing.
17. Ability to work independently with minimal supervision.
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 Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
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 Nation'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 Nation'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. Active professional licensure or certification in current field of work.

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**MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Information Technology, Accounting, Business Administration, Finance, Public Administration, Environmental Science, Criminal Justice, Agriculture, Health Care or closely related field; two (2) years of experience in working in a business environment; 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.**