



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

FIRST POSTING OPEN TO ENROLLED ONEIDA MEMBERS ONLY

POSITION TITLE: Senior Auditor
POSITION NUMBER: 00283
DEPARTMENT: Internal Audit
LOCATION: N7210 Seminary Rd Oneida WI
DIVISION: Non- Divisional
RESPONSIBLE TO: Audit Manager
SALARY: E05 \$43,772/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 all Tribal activities as a service to the Oneida Nation management. Gather information regarding assigned audit tasks, develop the audit approach, audit program and work papers, sample selection, perform fieldwork, including interviews, observation and record testing, identify reportable conditions using risk assessment techniques, prepare reports with recommendations for improving operations and reducing costs. Identify factors relating to problems and provides opportunities for improvement, communicates results to management. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Plan and conduct financial compliance and performance audits of programs, enterprises, internal public service units and Tribal component units and investment ventures, providing independent and objective appraisals of organizational and strategic alignment, financial and operational management and success measurements to the government and management as appropriate.
2. Audit (tests and evaluates) a variety of accounting, financial and operational records, policies and procedures requiring application of professional accounting and auditing principles.
3. Identify audit objective/scope and employ appropriate techniques and procedures necessary to achieve the project objectives.
4. Coordinate the procedures and proper completion of work papers multiple auditors are required.
5. Verify and analyze data collected and evaluate the adequacy of internal controls including operational, financial and management controls.
6. Prepare clear, concise and accurate work papers, schedules and summaries, which summarize data collected and substantiates audit conclusions and recommendations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

7. Identify risk factors that create or increase exposure develop clear, concise, timely and accurate written reports including value added recommendations.
8. Develop area of expertise within the organization and provides technical guidance to staff members when appropriate.
9. Adapt and uses technology to improve effectiveness of assignments, increase efficiency and quickly complete work objectives.
10. Perform periodic audit monitoring activities using data extraction tools.
11. Provide process owners and senior management with proactive/consulting reviews to help foster best practices and process improvements. Provide consultative support in the design of controls and new systems and assigned projects.
12. Perform research to locate and summarize laws and ordinances to determine the appropriate measurements of compliance are included within the audit work.
13. Assist with suspected fraud investigations and complaints as assigned.
14. Complete audit work to be relied upon by the external auditors to facilitate the annual financial audit.
15. Provide well thought feedback and suggestions to Audit Manager to facilitate continuous department improvement.
16. Participate in professional development, including updating existing knowledge base as well as expanding technical skills and abilities.
17. Adhere to all Personnel Policies and Procedures and Department Standard Operating Procedures.
18. Contribute to a team effort and accomplish related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. 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. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. 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 business English, proper spelling, grammar, punctuation, and advanced arithmetic.
3. Knowledge in applying internal auditing and accounting principles and practices, management principles and preferred business practices.
4. Knowledge of system documentation, work paper organization and criteria of evidence.
5. Knowledge of management information system terminology, concepts and practices.
6. Knowledge of industry and/or program policies, procedures, regulations and laws.
7. Adheres to the Institute of Internal Auditors Code of Ethics and Standards for the Professional Practice.
8. Ability and willingness to continue ongoing self-education in order to complete audit assignments appropriately, accurately and professionally.
9. Ability to collect and evaluate audit information in accordance with established criteria/requirements.
10. Ability to develop and maintain professional relationships with a variety of individuals at all levels and groups in a complex, multi-cultural environment.
11. Excellent organizational skills.
12. Ability to exercise prudent professional judgment in issues of materiality and expansion or reduction of scope.
13. Ability to meet multiple and shifting priorities and strict deadlines while maintaining a positive attitude.
14. Ability to maintain a positive attitude and strict confidentiality in all matters.
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 including formal report writing.
17. Ability to work independently with minimal supervision.
18. Skill in collecting and analyzing complex data, evaluating information and systems and drawing logical conclusions.
19. Skill in planning and project management to achieve multiple deadlines and priorities in a changing environment.
20. Skill in negotiating issues, resolving problems and maintaining composure under pressure.

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STANDARD QUALIFICATIONS:

21. Skill in analytical reasoning and memory.
22. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
23. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
24. Must be willing and able to obtain additional education and training.
25. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol Free Workplace Policy during the course of employment.
26. 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.
27. 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. Professional Certification as an Internal Auditor (CIA), Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Information System Auditor (CISA) or Certified Governmental Auditing Professional (CGAP) is preferred.
2. Previous experience working with grants.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Accounting, Business Administration, Finance, or closely related field with four (4) years of professional work experience in performance, financial/operational, compliance, external or Information Systems auditing.
2. CIA, CPA, CMA, or CISA certification may substitute for one (1) year of work experience.

ITEMS TO BE SUBMITTED:

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