APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

ONEIDA
A good mind. A good heart. A strong fire.

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE:	Slot System Specialist
POSITION NUMBER:	01684
DEPARTMENT:	Accounting
LOCATION:	2020 Airport Drive Green Bay WI
DIVISION:	Gaming
RESPONSIBLE TO:	Revenue Audit Supervisor
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:	September 6, 2016
CLOSING DATE:	Until Filled
Transfer Deadline:	September 13, 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

Under the direct supervision of the Revenue Audit Supervisor monitor, verify, and enter all data that is received from the slot reporting system; analyze reports from the slot accounting system for possible machine problems. Identify and communicate variance and/or communication issues related to the slot machines and accounting system. Accurately document and record the actual revenue and payout transactions compared to the system transactions. Maintain confidentiality of all privileged information. 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 Tribal operations. Develop solutions for customer concerns and continually focus on customer service.
2. Assess and analyze all work performance activities for the purpose of continually improving in any area. Ensure systems are in place which guarantees work activities are completed and guarantee results. Ensure systems and people are aligned to provide results established in all areas. Make improvements as needed and recommend needed improvements to all Senior Management personnel.
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.

DUTIES AND RESPONSIBILITIES: (Cont.)

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. Enter and upload meter and drop information for all slot machines.
6. Verify that hard count and soft count have been entered correctly.
7. Upload payouts for all locations as well as coin free machines.
8. Notify Slot Tech Department for problems by documenting and issuing work orders timely.
9. Analyze slot statistical reports, variance in drop meter to actual, and variances in actual to include ticket reconciliation
10. Investigate any machines outside the required parameters for variances.
11. File all Slot reports daily and monthly.
12. Coordinate with the Slot Machine Movement team to verify that all meters are final and machine(s) completely reconciled in order to communicate the ability to de-activate a machine.
13. Verify receipt that all appropriate documents pertaining to area of reconciliation are submitted timely for each location and shift.
14. Verify and compare daily reconciled data to spreadsheets and computer-generated reports to ensure accuracy.
15. Verify and enter revenues, payouts, and liabilities in appropriate accounts listed in the reconciliation spreadsheets.
16. Comply with month end and year end duties as scheduled to include, but not limited to, cash counts, physical inventories, meter readings.
17. Maintain, update and verify all accounting spreadsheets, source documents, system adjustments as necessary to ensure accuracy of data.
18. Review and verify co-workers daily reconciliation for accuracy and compliance with regulatory requirements and provide positive, constructive criticism on how to correctly address/resolve variances.
19. Verify that daily data transmissions submitted to the State match the reconciled data for corresponding business day; record reconciled drop and payouts in spreadsheet for reference and comparison against monthly verification.
20. Provide input and/or recommendations to improve and enhance new and existing systems, process changes, and departmental SOPs.
21. Practice excellent customer service skills at all times to include, but not limited to, addressing customers and employees needs courteously and promptly, while maintaining a professional and respectful demeanor.
22. Attend and complete additional training as necessary to perform the job.
23. Adhere to all Tribal Personnel Policies and Procedures, Department Standard Operating Procedures and Gaming Division Strategic Plans and Policies.
24. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
25. 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 thirty-five to forty (35–40) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening, holiday, and/or weekend work may be required. Extended hours and irregular shifts may be required.
5. Work environment is **NOT** smoke, noise, or dust free.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of the gaming division, its governing structure, documents and the relationship to the Oneida Tribe.
2. Knowledge of tribal, federal, and state accounting, purchasing and auditing policies and procedures.
3. Skill in analyzing spreadsheets and accounting reports.
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 be a team player and work under strict deadlines.

STANDARD QUALIFICATIONS: (Cont.)

7. Ability to be dependable and possess initiative and be self-motivated.
8. Ability to exercise initiative and independent judgment.
9. Ability to create, edit and formulate spreadsheets.
10. Ability to work extended hours and various work schedules.
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.
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.

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, Business Management, Business Administration, or Finance.
3. Three (3) years accounting experience.

ITEMS TO BE SUBMITTED:

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