



# Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

## 2016 SUMMER INTERNSHIP POSITION

DEPARTMENT:	<i>Central Accounting</i>
LOCATION/ADDRESS:	<i>909 Parkland Drive Skenandoah Complex</i>
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime):	<b>\$10.00</b>
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN:	<i>Lee Thomas</i>
COACH/MENTOR CONTACT INFORMATION:	
EMAIL:	<i>LThomas@oneidanation.org</i>
PHONE:	<i>920-490-3537</i>
DURATION:	<b>June 6, 2016 - July 29, 2016</b>
NUMBER OF HOURS PER WEEK (No more than 36 per week):	
DAILY SCHEDULE (Ex. 8am to 430pm):	<i>8-4:30</i>
DAYS OF WEEK:	<i>M-TH (8-4:30)</i>
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project):	
	<ol style="list-style-type: none"><li><i>Review Financials</i></li><li><i>Update Subsystems - Daily</i></li><li><i>Complete Reconciliations</i></li></ol>
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:	
	<ol style="list-style-type: none"><li><i>Accounting Understanding</i></li><li><i>Data Entry Processing</i></li><li></li></ol>