

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

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

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: On Base Trainer (Limited Term – 2 years)
POSITION NUMBER: 03013
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Accounting Manager
SALARY: NE7 \$16.95/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 1, 2019
CLOSING DATE: Until Filled
Transfer Deadline: February 8, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation 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 direct supervision of the Accounting Manager. Responsible for the successful implementation of On Base Accounts Payable Work Flow Process. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Work closely with vendor, management and staff to configure, test and deliver the solution in accordance with the project plan.
2. Train accounting staff, customers, business units, management, and outside agencies as needed on the On Base system.
3. Provide excellent customer service skills to ensure successful project completion on time and within budget.
4. Identify and communicate Accounts Payable Work Flow Process improvements to management as needed.
5. Maintain a working knowledge of accounts payable on on-line procurement processes.
6. Participate in staff meetings to provide updates as needed.
7. Create system documentation and accounts payable work flow process user documentation.
8. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
9. 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(Cont.):

1. Frequently walk, sit; use 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 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. Working knowledge of the On Base System, accounts payable concepts, on-line procurement process and computerized financial systems, and project management.
2. General skill level in operating various word-processing, spreadsheets, and Adobe software programs in a windows environment.
3. Skill in organizational project management. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.

JOB DESCRIPTION

On Base Trainer

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STANDARD QUALIFICATIONS(Cont.):

4. Must be detail oriented and able to work with a high level of accuracy.
5. Ability to operate standard office equipment such as calculator, personal computer, copy and fax machines.
6. Ability to meet strict daily, weekly, monthly and yearly deadlines.
7. Ability to work independently on regular recurring daily tasks and responsibilities.
8. Ability to work as a team member and foster a positive working environment.
9. Ability to communicate efficiently and effectively both verbally and in writing.
10. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures.
12. Ability to adhere to applicable Tribal regulations and requirements.
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 Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
16. 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.
17. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational 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 Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

1. On base experience.
2. Project management experience.

MINIMUM QUALIFICATIONS:

1. Associates Degree in Computer Science or Accounting; one (1) year 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.**