

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



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

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

Phone: (920) 496-7900
Fax: (920) 496-7490

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Department Trainer - Finance
POSITION NUMBER: 82210
DEPARTMENT: Accounting
LOCATION: 2020 Airport Drive, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Accounting Manager
SALARY: E04 \$39,966/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 26, 2019
CLOSING DATE: Until Filled
Transfer Deadline: April 2, 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

Develop and implement specified training and development programs and initiatives to meet assessed needs for the Accounting Department. Ensure compliance with established laws, regulations, policies, and procedures to include the Tribal State Compact, Gaming Ordinance and IGRA. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of the operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
3. Develop, maintain, and facilitate effective relationships, communications processes and activities with all Gaming personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
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. Design, develop, and organize training manuals, a reference library, testing and review procedures, multi-media visual aids, computer tutorials, and other training and education materials specific to the job titles and duties within the Accounting area.
6. Coordinate, implement, and maintain a training program for all new hires and existing employees within the Accounting area.
7. Update, communicate, and train employees on changes to the accounting processes as needed.
8. Develop and implement a plan to cross-train new and existing employees in different accounting processes within the Accounting area.
9. Ensure existing employees have received adequate training and documentation on current accounting processes and regulations.

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DUTIES AND RESPONSIBILITIES: (Cont.)

10. Assist management with special projects as identified to improve departmental efficiencies.
11. Perform daily reviews to identify areas of deficiency in the reconciliations and communicate any issues/discrepancies to the Accounting Supervisors.
12. Identify process changes that will correct audit findings and assist in the implementation of necessary changes.
13. Take a proactive approach to incorporate new and revised regulatory requirements in the accounting processes to ensure compliance.
14. Review, evaluate, and recommend improvements to business systems and processes within the Accounting area based on knowledge gained through review of professional/governmental publications, continuing education, and other professional networking.
15. Assist in writing, developing and implementing Accounting Department Standard Operating Procedures.
16. Monitor and evaluate the training programs by using evaluation tools to identify strengths and weaknesses; make changes to training program as needed and/or required; test trainees to measure progress and to evaluate effectiveness of training.
17. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
18. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. 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, stand, walk, talk and hear, use hands to finger, handle, or feel, and reach with hands and arms.
2. Occasionally climb, balance, stoop, kneel, crouch, crawl and lift and/or move up to thirty-five to forty (35-40) pounds.
3. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
4. Evening and/or weekend work is frequently required.
5. Travel may be required for training, meetings, conferences, presentations, and other events.
6. Work environment is **NOT** smoke, noise, or dust free.
7. 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 federal, state, and Indian gaming regulations.
2. Knowledge and understanding of adult learning principles, and of a wide range of training methods, techniques, and formats.
3. Knowledge of curriculum development and preparation procedures.
4. Knowledge of department organization, functions, objectives, policies and procedures.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
6. Skill in preparing, reviewing, and analyzing operational and financial reports.
7. Ability to exercise independent judgment.
8. Ability to interpret and assess training and development needs and to develop appropriate and creative responses.
9. Ability to work independently and meet strict time lines.
10. Ability to communicate efficiently and effectively both verbally and in writing.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds. Ability to design, develop, implement, and evaluate training plans, curricula, and methodology.
12. Ability to interpret applicable federal, state, county and local laws, 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 Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.

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STANDARD QUALIFICATIONS: (Cont.)

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:

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. Associate Degree in Organizational Development, Instructional Design, Education or related field.
2. One (1) year training and development work experience and One (1) year Gaming Regulatory work experience required.

ITEMS TO BE SUBMITTED:

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