

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

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

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

POSITION TITLE: Business Compliance Analyst (Half-time 20 hours)
POSITION NUMBER: 03029
DEPARTMENT: Oneida Business Committee
LOCATION: N7210 Seminary Rd, Oneida WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Oneida Business Committee
SALARY: NE12 \$27.29/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: April 8, 2019
CLOSING DATE: April 23, 2019
Transfer Deadline: April 15, 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

The purpose of this position will be review of the business activities for compliance with management contracts and other contracts, review financial activities of the business, grant approvals or disapprovals regarding business activities as set forth in business charters or operating agreements on behalf of the business. Make annual, semi-annual, quarterly reports, and other reports as directed by the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

Strategy, Planning and Management:

1. Assess contract compliance.
2. Assess and evaluate financial performance of business regarding long-term operational goals, budgets and forecasts.
3. Provide insight and recommendations to both short-term and long-term growth plan of business.
4. Communicate, engage and interact with the business and Oneida Business Committee.
5. Select and engage auditors for business and assist Oneida Nation's Internal Audit Department in conducting audits authorized under the Internal Audit law.
6. Participate in pivotal decisions as they relate to strategic initiatives and operational models.
7. Interact with and bring the business into line with plans, initiatives and recommendations of the Oneida Business Committee.
8. Review policies, procedures and processes of the business and review implementation plans as appropriate.

Financial Analysis, Budgeting and Forecasting:

1. Review and report on monthly financial budgeting reports including monthly profit and loss by division, forecast vs. budget by division and weekly cash flow by corporate business.
2. Review and analyze monthly financial results and provide recommendations to the business and report to Oneida Business Committee.
3. Identify, develop and execute analysis of business initiatives, product launches and/or new service offerings.
4. Review and monitor the monthly operating budget and annual operating budget of the business.
5. Set up and conduct financial planning and analysis regarding businesses.

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DUTIES AND RESPONSIBILITIES (Cont.):

Accounting, General Ledger, Administration and Operations:

1. Review and ensure application of appropriate internal controls and financial procedures.
2. Ensure timeliness and accuracy of financial and management reporting.
3. Oversee the preparation and communication of weekly, monthly and annual financial statements.
4. Review and presentation of monthly, quarterly and annual financial statements.
5. Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
6. Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.

Financial Management:

1. Review and direct corrections cash flow planning process and ensure funds availability as appropriate.
2. Maintain banking relationships and strategic alliances with vendors and business partners.

Financial Relations and Policies:

1. Review and approve as appropriate management contractor short term and long-term plans, projections and budgets.
2. Represent company to banks, financial partners, institutions, investors, public auditors and officials.
3. Remain current on audit best practices as well as state, federal and local laws regarding company operations.

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.

STANDARD QUALIFICATIONS:

1. Ability to review business plans and financial documents present or report to business owner on business and financial status of the corporation.
2. Excellent analytical, reasoning, problem-solving and decision-making abilities.
3. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
4. Outstanding communication and presentation skills.
5. Experience working with external auditors, internal controls and compliance-related issues.
6. Must present a professional appearance and demeanor as a representative of the Oneida Nation in dealing with the public.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. 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.
13. 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 and Tribal 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

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PREFERRED QUALIFICATIONS:

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

1. Master's Degree in Business, Management or Accounting.
2. Five (5) years of experience in business management, marketing, analysis, finance at top-level position.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Accounting, Finance, Business or related degree.
3. Three (3) years accounting or finance experience and three (3) years business management experience.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Three (3) current letters of reference**