

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



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

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

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

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

SECOND POSTING OPEN TO ONEIDA ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Financial Analyst
POSITION NUMBER: 03124
DEPARTMENT: Retail
LOCATION: 909 Packerland Dr, Green Bay WI
DIVISION: Enterprise
RESPONSIBLE TO: Assistant General Manager - Business
SALARY: E06 \$52,855/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 4, 2021
CLOSING DATE: January 18, 2021
Transfer Deadline: January 11, 2021
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

This position will assist the Retail Enterprise Division to meet revenue/financial objectives and goals by using data to make recommendations to solve business problems, optimize profit and labor dollars, minimize turnover, and streamline logistic and operational processes. The position will utilize complex sets of information to reach conclusions, lead the process of collecting and reporting on new data as well as developing and recommending metrics, identify, investigate and explain variances, and create future forecasts for revenue, expenditures and budgets. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Use quantitative, qualitative and tools/methods to monitor and evaluate financial and pricing impacts. Provides business, customer insights, labor efficiency and competitor intelligence to support the development of category strategies, forecasts and performance reporting.
2. Collaborate with business and operations teams to help find ways to create cost-effective business processes that will attract new customers.
3. Providing analytical support to maximize product performance, conducting merchandising and financial analysis, analyzing sales reports and evaluating retail performance and making recommendations.
4. Conduct analysis and provide recommendations regarding operational and financial activities, profit strategies, labor costs and scheduling, marketing, compliance and operating efficiencies.
5. Create promotion and event efficiency reports to analyze promotion cost factors, sales information, and gross profit impact to assist the Marketing department in obtaining projected goals and objectives.
6. Assist with developing annual budget by evaluating previous and present budgets, sales, promotions/events, advertising, customer services/retention, expenses and operational efficiency and trends.
7. Maintains weekly, quarterly and annual performance metrics to track and monitor sales, gross profit dollars and growth; providing recommendations for improvements and enhancements that inspire change.
8. Assisting in managing outside vendors, maximizing system functionality, creating tracking reports, coordinating with various departments for business development initiatives, optimizing pricing strategies and conducting/analyzing promotional planning.
9. Gathering and analyzing data, finding patterns and trends in the analyzed data in such areas as sales, pricing, business mix, category structure and scope of seasonal changes.

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DUTIES AND RESPONSIBILITIES (CONT):

10. Responsible for organizing and analyzing data from available data sources to support retail reporting, projects and initiatives.
11. Conduct competitive analyses to maximize margins and revenue through promotions, events, and advertising.
12. Provide excellent internal and external customer service. Establish effective working relationships with internal and external customers.
13. Contributes to the team effort by accomplishing cross functional tasks/support.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. 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. Continuously sit; use hand and finger for repetitive movement, simple grasping and use sight, hearing and speech.
2. Occasionally stand, stoop, kneel, crouch, crawl, reach with hands and arms and lift and/or move up to ten (10) pounds.
3. Work is generally performed in an office setting with moderate noise level.
4. 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. Must possess an understanding/ability to perform statistical modeling and data extraction and the ability to provide insights and make strategic business recommendations through presentations, reports and analyses.
2. Must be highly organized and handle working in a fast-paced environment to include the ability to plan and organize through establishing goals and objectives, identifying, coordinating and executing tasks or events; resource management; time management/scheduling skills; establish and manage priorities, meeting deadlines, and record keeping.
3. Must have analytical abilities, quantitative abilities, detailed orientated, reasoning, problem-solving and decision-making skills.
4. Demonstrated experience with data mining, analytical/reporting tools.
5. Proficiency in mathematics with the skill to translate complex mathematical information into understandable reports and communicate findings in verbal, written and visual presentations.
6. Significant analytical experience and computer proficiency with programs like Microsoft Excel including the use of pivot tables, financial functions, data analysis, auditing and additional functions; advanced formatting and analysis tools.
7. Ability to provide analytical and quantitative research support to the business unit by accessing, verifying and organizing market trend, competitive analysis and sales data using a variety of data sources.
8. Skill in preparing, reviewing, and analyzing operational and financial reports.
9. Proven ability to analyze, evaluate, and interpret complex data, innate intellectual curiosity, with the ability to structure large data sets to find usable information.
10. Must have demonstrated experience performing multiple business needs to include financial, mathematical, statistical, marketing, merchandising and consumer research.
11. Ability to read, interpret, and understand how internal and external factors influence financial results.
12. Demonstrated leadership with proven ability to effectively communicate and develop relationships.
13. 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.
14. Ability to conduct research on industry trends and competitors.
15. Ability to adapt to changing business environment, receptive to feedback and willingness to learn.
16. Provide excellent internal and external customer service. Establish and maintain effective working relationships with internal and external customers. Assist with fulfilling other job functions as needed. Understand knowledge of consumer needs and address customer questions and concerns timely.
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 related organizations.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.

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STANDARD QUALIFICATIONS (CONT):

20. Must pass a pre-employment drug screening. Must adhere to the Tribes Drug and Alcohol-Free Workplace Policy during the course of employment.
21. 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.
22. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law 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.

1. Master's Degree in Business Administration, Statics, Mathematics, Finance, Accounting or Marketing Research.
2. Knowledge and previous work experience with
 - a. Proficient in Microsoft Excel
 - b. Experience with Data Mining
 - c. Experience with analytical/reporting tools
 - d. Project Management
 - e. Working knowledge of other related software applications such as SQL, Access and Tableau.

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 Business Administration, Statics, Mathematics, Finance, Accounting, or Marketing Research.
3. Five (5) years relevant work experience as a business analyst, budget manager, financial accountant, or data analytics in a customer/product research role, and/or an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

- 1.
- 2.