

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



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

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

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

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Accounting Assistant
POSITION NUMBER: 00004
DEPARTMENT: Accounting
LOCATION: 2100 Airport Drive, Green Bay WI
DIVISION: Gaming
RESPONSIBLE TO: Revenue Audit Supervisor
SALARY: NE05 \$14.01/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 1, 2017
CLOSING DATE: Until Filled
Transfer Deadline: May 8, 2017
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

Review and verify all receipts in the Gaming Division against daily computerized printouts of Gaming activity to ensure proper recording of sales, prize payout, and cash overages/shortages. 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 Accounting Department at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Tribal operations. Develop solutions for customer concerns and continually focus on customer service.
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 services personnel, and all other internal and external customers. Ensure established procedures and processes are utilized at all times to ensure maximum understanding and coordination is in 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. Verify receipts so that all appropriate documents pertaining to area of reconciliation are submitted in a timely manner for each location and shift.
6. Review and verify all receipts have been added correctly, make necessary changes and notify departments when errors have been identified.
7. Verify and compare daily reconciliation(s) to spreadsheets and computer-generated reports to ensure accuracy.
8. Verify and enter revenues, payouts, and expenses in appropriate accounts listed in reconciliation spreadsheets.
9. Enter, post, and verify journal entries for revenues, payouts, and expenses in the Infinium AS400 as assigned.
10. Maintain perpetual inventory levels/logs.

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DUTIES AND RESPONSIBILITIES: (Cont.)

11. Comply with month end and year end duties as scheduled to include, but not limited to, cash counts, physical inventories, and meter readings.
12. Maintain, update, and verify all accounting spreadsheets, source documents, and system adjustments as necessary to ensure accuracy of data.
13. Cross train in various areas of reconciliation as directed.
14. Provide input and/or recommendations to improve and enhance new and existing systems, process changes, and departmental SOPs.
15. Review and verify co-workers daily reconciliation for accuracy and compliance with regulatory requirements and provide positive, constructive criticism on how to correctly address/resolve variances.
16. Document and maintain appropriate information in various databases.
17. Contribute to the team effort.
18. Complete on-floor slot machine testing at various casino locations.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal, Gaming, Departmental Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. 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, walk, use hands to finger, handle, feel; reach with hands and arms; talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, lift and/or move up to thirty-five (35) pounds.
3. Evening, holiday, and/or weekend work may be required. Extended hours and irregular shifts may be required.
4. Work is generally performed in an office setting with a moderate noise level.
5. Work environment is **NOT** smoke, noise or dust free.
6. 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 the gaming division, its governing structure, documents, and relationship to the Oneida Tribe.
2. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
3. Knowledge of records management and basic accounting procedures.
4. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment, to include Microsoft Suites.
5. Skill in preparing, reviewing, and analyzing operational and financial reports.
6. Ability to cross train and rotate job responsibilities.
7. Ability to maintain perpetual inventory levels/logs within respective areas of reconciliation.
8. Ability to operate a ten (10) key calculator.
9. Ability to exercise independent judgment.
10. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Ability to interpret applicable federal, state, county, and local laws, regulations, and requirements.
12. Ability to work independently and meet strict time lines.
13. Ability to communicate efficiently and effectively both verbally and in writing
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. 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.
18. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

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

1. Associate's Degree in Accounting.

MINIMUM QUALIFICATIONS:

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

1. Must be eighteen (18) years of age or older
2. High School Diploma, HSED Diploma or GED Certification. Applicants age fifty (50) and older are exempt from this requirement. One (1) year accounting or bookkeeping work experience, an equivalent combination of education and experience may be considered.
3. Good math & spreadsheet skills. **(Must pass a math & spreadsheet test administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

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