

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>

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

POSITION TITLE: Senior Accounting Assistant EMERGENCY TEMPORARY POSITION
POSITION NUMBER: 01616
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: As assigned
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: August 20, 2018
CLOSING DATE: Until Filled
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

Calculate, verify, process and reconcile financial transactions related to accounts receivable, accounts payable, payroll general ledger and various other accounting transactions. Ensure accuracy and completeness of all transactions according to established accounting rules and regulations. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide quality services to both internal and external customers by furnishing accurate information, researching and resolving issues, and providing other assistance as requested on a timely basis.
2. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
3. Follow Standard Operating Procedures and report recommended improvements to management.
4. Participate in cross functional teams and activities to identify process and department improvement opportunities, evaluates alternatives and implements solutions.
5. Participate in staff meetings.
6. Provide assistance with special projects.
7. Cross train within different areas.
8. Update vendors, customers and/or employee information: enter vendor invoices, purchase order releases, cash receipts, accounts receivable, recurring journal entries, travel expenses, and fixed assets in the financial software system.
9. Calculate codes and enter transactions into the financial system. Prepare and submit paperwork to have errors fixed.
10. Verify financial information is complete, accurate, and in compliance for various accounting transactions including accounts receivable, cash receipts, travel, fixed assets, intra-tribal sales/purchases, purchase order releases, and stand alone systems according to federal, state and tribal accounting policy and procedures.
11. Verify petty cash, cash on hand and physical inventory balances.
12. Facilitate the process of pre-scheduled and/or on-demand payments and check runs for Payroll and Accounts Payable.
13. Perform general accounting processes to prepare financial documents, records, and reports; prepares bank deposits; completes sub-system closing.
14. Ensure financial information is complete, accurate, and in compliance for various accounting transactions including accounts receivable, cash receipts, travel, fixed assets, intra-tribal sales/purchases, purchase order releases, and stand alone systems according to federal, state and tribal accounting policy and procedures.
15. Assist in implementing and testing upgrades to the financial system and accounting software.
16. Prepare and distribute reports to business units, management, and outside agencies as needed.

JOB DESCRIPTION
Senior Accounting Assistant
Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. 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 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 accounting concepts.
2. Skill in preparing and reviewing operational and financial reports.
3. Advanced skill level in operating various word-processing, spreadsheets, and database software programs in a windows environment.
4. Excellent organizational skills.
5. Ability to learn and understand Tribal policies, resolutions, and department procedures.
6. Ability to learn and understand department organization, functions, objectives, policies and procedures.
7. Ability to work cooperatively in a team oriented environment.
8. Ability to meet daily, weekly, monthly and yearly accounting deadlines.
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 individuals of varying social and cultural backgrounds.
12. Ability to adhere to 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 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 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.

- 1.

MINIMUM QUALIFICATIONS:

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

1. Associate's Degree in Accounting with a total of two (2) years of processing detail financial transactions for Fixed Assets, Accounts Payable, Accounts Receivable or Payroll 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.