

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

Phone: (920) 496-7900

Fax: (920) 496-7490

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

POSITION TITLE: Budget Analyst
POSITION NUMBER: 03103
DEPARTMENT: Oneida Business Committee (OBC)
LOCATION: Norbert Hill Center
DIVISION: Non-Divisional
RESPONSIBLE TO: Business Committee Officers
SALARY: E06 \$52,855/Annually (NEGOTIABLE)
CLASSIFICATION: Exempt
POSTING DATE: August 4, 2020
CLOSING DATE: September 3, 2020
Transfer Deadline: August 11, 2020
Proposed Start Date: To Be Determined

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 Budget Analyst will work closely with the Oneida Nation's Treasurer and Finance Team and will be responsible for financial analysis, providing technical assistance on development, continuous improvement, collaboration and monitoring of the Oneida Nation's budget. Facilitate, monitor and /or lead activities and teams when necessary. Provide analyses on OBC operations and future initiatives. This position will act as the liaison between the OBC and the operations and community in the development of the Nation's budget. This is a politically appointed contracted position. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist in budget planning, financial analysis, strategic plans, operational plans, metrics and benchmarks; implementation and updates.
2. Advise on preparation, development and updating budgets.
3. Facilitates groups of moderate complexity regarding annual budgets and getting community input for budgets.
4. Provide input to strategic decisions that affect the functional area of responsibility.
5. Capable of resolving escalated issues arising from operations and requiring coordination with other departments.
6. Accumulate and maintain accurate statistics as required and directed.
7. Coordinate and collaborate with the OBC and General Managers to ensure operational budgets are in alignment with the Budget Management Control Act.
8. Communicate and work cooperatively with fiscal intermediaries, accountants, auditors, and private insurance companies for audit purposes.
9. Attend meetings and assist with initiatives on behalf of the Treasurer.
10. 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.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. 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.

JOB DESCRIPTION

Budget Analyst

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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit; walk, handle, reach with hands and arms; and talk and hear.
2. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Extended hours, and evening and/or weekend work may be required.
5. 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 applicable federal, state, county and local laws, regulations, and requirements and Generally Accepted Accounting Principles and Governmental Accounting Standards.
2. Knowledge of software programs such as: Microsoft, AS400, Project Management, Excel, and Power Point.
3. Knowledge of department organization, functions, objectives, policies and procedures.
4. Knowledge of finance, budgeting, accounting and cost control procedures.
5. Knowledge of computerized information systems used in financial and/or accounting applications.
6. Knowledge and experience in long and short-range planning, metrics and Key Performance Indicators (KPI)
7. Knowledge of business systems and processes.
8. Skill in operating various word-processing, spreadsheets, virtual meetings, and database software programs in a Windows environment.
9. Skill in preparing, reviewing, and analyzing operational and financial reports.
10. Skill in attention to detail.
11. Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
12. Ability to analyze budgetary expenditures for compliance with funding agencies' budget, policies and procedures.
13. Ability to exercise independent judgment.
14. Ability to meet daily, weekly, monthly and yearly budget deadlines.
15. Ability to evaluate and interpret data and recognize trends.
16. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
17. Ability to work independently and meet strict timelines.
18. Ability to communicate efficiently and effectively both verbally and in writing.
19. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
20. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position.
21. Must be willing and able to obtain additional education and training.
22. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
23. 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.
24. 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. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Accounting, Business, Business Management, Finance or closely related field.
3. Two (2) years of experience in financial management.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**