

## Human Resources Department

P.O. Box 365  
Oneida, WI 54155  
920-490-3640  
Fax 920-490-7490  
Email: HRD\_Jobs@oneidanation.org



### **STUDENT INTERN POSITION DESCRIPTION**

**POSITION TITLE:** Student Intern-Central Accounting      **POSITION NUMBER:** 5037  
**DEPARTMENT:** Central Accounting      **LOCATION:** 909 Packerland Drive  
**DIVISION:** Accounts Payable  
**RESPONSIBLE TO:** AP Accounting Manager  
**SALARY:** \$12.00/ HR  
**DATES OF EMPLOYMENT:** June 14<sup>th</sup> to August 20<sup>th</sup>  
**NUMBER OF HOURS PER WEEK:** 32 HOURS PER WEEK

#### **INTERN DUTIES/PROJECTS**

1. Higher Education Vendor Project.
2. Working with vendor statements/missing statements.
3. Offering vendors ACH- Automated Clearing House payment options.
4. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
5. 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.

#### **INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR**

1. Accounting or Business Administration.

#### **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 accounts payable concepts and computerized financial systems.
2. General skill level in operating various word-processing, spreadsheets, and Adobe software programs in a windows environment.
3. Organizational skills.
4. Must be detail oriented and able to work with a high level of accuracy.
5. Ability to meet strict daily, weekly, monthly and yearly accounting deadlines.
6. Ability to work independently on regular recurring daily tasks and responsibilities.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to adhere to applicable Tribal regulations and requirements.
10. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
11. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
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.