

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

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



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

### **POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Accounting Manager-Grant  
**POSITION NUMBER:** 03055  
**DEPARTMENT:** Central Accounting  
**LOCATION:** 909 Packerland Dr Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Assistant Chief Financial Officer  
**SALARY:** E8 \$69,901/Annually (NEGOTIABLE)  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** December 22, 2021  
**CLOSING DATE:** January 21, 2022  
**Transfer Deadline:** December 30, 2021  
**Proposed Start Date:** As Soon As Possible

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### **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.

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### **POSITION SUMMARY**

Manage and coordinate all grant accounting functions, workflows and objectives to ensure federal and state grants are in compliance with grant regulations, GAAP and GAGAS. Provide accounting/financial guidance to Program Directors and Divisional Directors, who provide services to the Oneida community, to ensure their grant financial data is accurate, complete and in compliance with established accounting rules and regulations. Continuation of this position is contingent upon funding allocations.

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### **DUTIES AND RESPONSIBILITIES:**

1. Manage accounting staff to ensure the accurate and timely daily, monthly, and annually processing of financial transactions and reconciliations.
2. Manage all grant related financial reporting including interpreting allowable costs, matching requirements, reporting requirements, process for requesting funds, and assisting grant program directors and staff with financial grant management.
3. Obtain and maintain a thorough understanding of financial information systems; to include the financial subsystems of general ledger, accounts payable, accounts receivable, payroll, fixed assets, internal billing; and grant financial tracking system.
4. Prepare and compile financial and regulatory required reports including but not limited to annual financial statements and schedules, Statement of Federal Expenditures, and Indirect Cost Proposal
5. Develop, implement, and review Standard Operating Procedures in accordance with Generally Accepted Accounting Principles and Generally Accepted Governmental Accounting Standards that maximize the efficient and effective use of resources.
6. Maintain professional and technical grant knowledge by conducting research, attending seminars/webinars, educational workshops, classes, and conferences.
7. Provide high quality, timely customer, and technical support to all stakeholders.
8. Improve staff effectiveness by training, planning, delegating, monitoring, and appraising job tasks and results in a timely manner through regular staff meetings, goals and objectives planning, evaluations, and other communication tools.
9. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
10. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
11. 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**  
**Accounting Manager-Grant**  
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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, walk; 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 a moderate noise level.
3. A 2 step Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

**STANDARD QUALIFICATIONS:**

1. Knowledge of the standards, policies, practices, and procedures of GAAP and GAGAS.
2. Knowledge of statistical analysis techniques and reporting procedures.
3. Skill in operating various word-processing, spreadsheets, database software programs, financial enterprise system and business intelligence models in a Windows environment.
4. Skill in preparing, reviewing, and analyzing operational and financial reports.
5. Skill in supervising, training, and evaluating assigned staff.
6. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
7. Ability to communicate effectively both verbally and in writing and to be persuasive and tactful in controversial situations.
8. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
9. Ability to work independently and meet strict timelines.
10. Ability to make solid decisions and exercise independent judgment.
11. Ability to facilitate meetings.
12. Ability to interpret 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 employment.
16. Must pass a background security check with the Oneida Nation 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 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. Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA).
2. Accounting experience and financial reporting for federal, state and/or private foundation grants.

**MINIMUM QUALIFICATIONS:**

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

1. Bachelor's Degree in Accounting or other closely related field.
2. Five (5) years accounting experience and three (3) years in a supervisory capacity; and/or 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.**