

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

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

POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Accounting Manager-Operations
POSITION NUMBER: 03053
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

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

Accomplish the objectives of the Operations Accounting area within Central Accounting by managing and coordinating all accounting functions and services to include financial reporting, accounts receivable, payables, intracompany processing, fixed assets, travel, and payroll. Ensure all accounting functions and programs are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Government Accounting Standards (GAGAS). Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.
2. Become proficient with the financial software to be able to assist staff with financial system questions and concerns and to determine potential software enhancements that would benefit the Operations area.
3. Ensure accurate and timely reporting of monthly, quarterly, and year-end financial information; 1099 and Vendor maintenance, W-2, 941, 945, unemployment, and any other tax reporting.
4. Manage day to day accounting operations and ensure that there is a process backup in place for every critical operation.
5. Improve staff effectiveness by counseling and training; planning, delegating, monitoring, and appraising job tasks and results in a timely manner through regular staff meetings, goal planning, evaluations, and other communication tools.
6. Prepare audited financial statements; compile supporting audit schedules and work cooperatively with internal and external auditors; make recommended changes in accordance with GAAP and GAGAS.
7. Provide high quality, timely customer, and technical support to all stakeholders.
8. Develop, implement, and review Standard Operating Procedures for area of responsibility is maintained in accordance with GAAP and GAGAS.
9. Develop and implement performance measurements of processing time, accuracy, and customer satisfaction.
10. Ensure accurate subsystem interface to the Accounting Financial system. Investigate and resolve subsystem interface issues. Assist in the upgrades of respective subsystems.
11. Obtain thorough knowledge and understanding to work with subsystem modules.
12. 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.
13. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
14. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

JOB DESCRIPTION

Accounting Manager-Operations

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DUTIES AND RESPONSIBILITIES: (Cont.)

15. 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 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 and experience in complex payroll calculations and ruled.
2. Knowledge of various tax reporting regulations including Federal, State, and local taxing authorities.
3. Knowledge of the standards, policies, practices, and procedures of GAAP and GAGAS.
4. Knowledge of statistical analysis techniques and reporting procedures.
5. Skill in operating various word-processing, spreadsheets, database software programs, financial enterprise system and business intelligence models in a Windows environment.
6. Skill in preparing, reviewing, and analyzing operational and financial reports.
7. Skill in supervising, training, and evaluating assigned staff.
8. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
9. Ability to communicate effectively both verbally and in writing and to be persuasive and tactful in controversial situations.
10. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
11. Ability to work independently and meet strict timelines.
12. Ability to make solid decisions and exercise independent judgment.
13. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
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 Nation's Drug and Alcohol-Free Workplace Policy during employment.
17. 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.

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. Member of American Payroll Association.

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 with three (3) years being Accounts Payable.
3. Three (3) years in a supervisory capacity; 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.**