

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

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

Job Line: 1-800-236-7050

APPLY ONLINE AT:

<http://oneida-nsn.gov>

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Accounting Manager
POSITION NUMBER: 01239
DEPARTMENT: Central Accounting
LOCATION: 909 Packerland Dr Green Bay WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Tribal Controller
SALARY: E06 \$50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: January 31, 2012
CLOSING DATE: Until Filled
Transfer Deadline: February 7, 2012
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin 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 Accounting department by managing and coordinating all accounting functions and services to include financial reporting, accounts receivables and payables processing, payroll, fixed assets reporting, intra-tribal and employee advance processing. Ensure all accounting functions and programs are maintained in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develop departmental plans, goals and objectives and ensures compliance with Generally Accepted Accounting Principles and Governmental Accounting Standards.
2. Establish, implement and communicate goals, objectives, policies and procedures in accordance with policies, procedures, rules, regulations, and guidelines.
3. Improve staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
4. Host regular staff meetings to ensure communication between personnel and accounting activities.
5. Review and analyze financial reports for designated business units to identify internal control issues and ensure accuracy and compliance with Generally Accepted Accounting Principles.
6. Provide backup for analysis of organizational financial commitments and manages cash flow, investments and bank balances to meet the financial obligations and needs of the organization.
7. Coordinate and monitor ledgers and provide accurate and timely financial reports detailing financial conditions and variances from budgets.
8. Prepare audited financial statements; compile supporting audit schedules, and work cooperatively with internal and external auditors; make recommended changes in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards.

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DUTIES AND RESPONSIBILITIES: (Cont.)

9. Maintain a proficient understanding of reporting requirements and external agency regulations. Review financial statements and reports submitted to external agencies.
10. Assist staff in developing strong working relationships with business units.
11. Resolve discrepancies and issues with staff, business units and customers.
12. Implement staff skill development and cross-training ensuring results are documented.
13. Maintain a work environment that promotes equality, open communications, cooperation, innovation, and stimulation of individual involvement.
14. Provide management support/leadership to the implementation of new and continuous upgrades of financial related software.
15. Act as mentor to department staff.
16. Review, create, implement, and ensure Standard Operating Procedures for area of responsibility are appropriate for internal control and compliance with required regulations.
17. Keep abreast of financial regulations, procedures, and interpretations to ensure the Tribe responds appropriately to all external controls.
18. Identify and provide training to business unit customers on processes and interpretation of financial reports.
19. Review account reconciliations and implement new reconciliations as necessary.
20. Facilitate staff involvement in problem solving, continuous improvement, and work flow management through team activities. Develop and implement performance measurements in the area of processing time, accuracy and customer satisfaction.
21. Participate cooperatively in cross functional teams to troubleshoot and implement solutions affecting the accounting systems and financial processes.
22. Provide managerial and technical direction over the development and maintenance of financial transactions; provide Tribal manager with accurate information on all aspects of their business units.
23. Ensure accurate subsystem interface to the general ledger. Investigate and resolve subsystem interface issues.
24. Work with subsystem modules to include; general ledger, accounts payable, accounts receivable, payroll, purchase management, fixed assets, intra-tribal and grant financial reporting system.
25. Participate in the annual development plan and budgeting process.
26. Coordinates the activities of the staff to ensure the timely, accurate, and efficient processing of financial transactions.
27. Keeps leadership and other departments informed of status of accounting and financial activities by attending meetings and submitting reports.
28. 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.
29. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
30. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
31. 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 to finger, handle, or feel; 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. Must complete a Self Disclosing Physical Questionnaire prior to employment.
5. A 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 functions and structure of the Oneida Nation.
2. Knowledge of the principles and practices of management and fund accounting, finance, accounting, and business administration.
3. Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
4. Knowledge of the development, preparation and control of budgets.
5. Knowledge of managerial and statistical analysis techniques and reporting procedures.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

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STANDARD QUALIFICATIONS: (Cont.)

7. Skill in preparing, reviewing, and analyzing operational and financial reports.
8. Skill in supervising, training, and evaluating assigned staff.
9. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
10. Ability to communicate effectively both verbally and in writing.
11. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
12. Ability to create and present effective speeches and presentations.
13. Ability to analyze situations and adopt appropriate courses of action.
14. Ability to establish and maintain professional relationships with co-workers at all levels.
15. Ability to work independently and meet strict time lines.
16. Ability to make solid decisions and exercise independent judgment.
17. Ability to be persuasive and tactful in controversial situations.
18. Ability to continually seek improvement in results.
19. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
20. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
21. Must be willing and able to obtain additional education and training.
22. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of 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 Tribe's Gaming Division.
24. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin 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 Tribe's Vehicle Drivers 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. Certified Public Accountant (CPA).

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Accounting or closely related field; five (5) years accounting experience including three (3) years in a supervisory capacity; and/or equivalent combination of education and experience.

ITEMS TO BE SUBMITTED:

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