

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Location:
N7210 Seminary Rd
Oneida, WI 54303

Phone: (920) 869-2214



Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

JOB DESCRIPTION

POSITION: Tribal Treasurer

POSITION NUMBER: 09022

DEPARTMENT: Oneida Business Committee

LOCATION: N7210 Seminary Rd Oneida

DIVISION: Non-Divisional

RESPONSIBLE TO: General Tribal Council

SALARY: Grade 00 (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)

****MUST BE AN ENROLLED MEMBER OF THE ONEIDA TRIBE OF INDIANS OF WISCONSIN****

ISSUING DATE: August 2002

CLOSING DATE:

Proposed Start Date:

Transfer/Promotion Deadline:

POSITION SUMMARY: This position is responsible for the duties of this office contained in the Constitution and by-laws of the Oneida Tribe. As a member of the Oneida Business Committee, the Treasurer's actions are subject to review by the Oneida General Tribal Council. This is an exempt position and reports to the Oneida General Tribal Council. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Consult with the Tribal Controller and other administrative staff for the purpose of financial review of program operations, as well as tribal operations, to maintain an support administrative stability and financial integrity.
2. Work cooperatively with the Tribal Controller and administrative staff in order to assure efficient and proper fiscal management practices, including receipting and accountability for funds received by the Oneida Tribe.
3. Maintain fiduciary responsibility for funds received by the Oneida Tribe.
4. Participate in all regular, special and General Tribal Council meetings.
5. Review requests for revision and modifications of approved tribal program operating budgets, work closely with Tribal Controller, administrative staff, Tribal Auditor and exercise approval and sign-off authority for submission to appropriate funding agencies.
6. Ensure compliance with Oneida General Tribal Council directive, and after approval by Tribal Controller, administrative staff and Oneida Business Committee, the Treasurer signs all checks for whatever purposes together with proper documentation with authorized co-signer and also other financial documents when required to do so.
7. Ensure semi-annual reports are distributed as requested by the Oneida General Council and management of the financial affairs of the tribe in a detailed and accurate manner. Including, but not limited to status of all program operating funds.
8. Provides clear and precise financial reports to the General Tribal Council in a manner that identifies the Tribe's income and funds.
9. Serve as Chairwoman of the Financial and Appropriations Committee to review budgets and make modifications when necessary to such Tribal budgets and make recommendations to the Business committee. Will review annual budget and make recommendations to the Business Committee, who will submit an annual budget to the Oneida General Tribal Council.
10. Lobby and provide testimony on a local and national level.
11. Assist in the preparation of the Business Committee semi-annual expense reports to the Oneida General Tribal Council.
12. Submit written reports on all meetings attended to be communicated to the General Tribal Council on a semi-annual basis.
13. Ensure the tribal membership and their needs and their interest are priority above any personal interest of the incumbent.
14. Perform Liaison duties as needed/required.
15. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
16. Adhere to all Tribal Personnel Policies and Procedures and Departmental Standard Operating Procedures.
17. All other job related duties as assigned by the Oneida General Tribal Council.

QUALIFICATIONS AND REQUIREMENTS:

1. Must be an enrolled member of the Oneida Tribe of Indians of Wisconsin.
2. Must be 21 years of age or older.
3. Must physically reside in either Brown or Outagamie counties of Wisconsin.
4. Must adhere to strict confidentiality in all matters. (Must sign a confidentiality statement prior to start of employment.)
5. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department..
6. A valid driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state drivers license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

Employee's Full Name Printed EE #

Employee's Signature Date