

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

APPLY ONLINE AT:

<http://oneida-nsn.gov>



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

POSITION TITLE: Assistant Audit Manager
POSITION NUMBER: 02538
DEPARTMENT: Internal Audit
LOCATION: N7125 Seminary Rd Oneida WI
DIVISION: Non
RESPONSIBLE TO: Audit Manager
SALARY: E07 \$57,889/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: June 29, 2015
CLOSING DATE: July 7, 2015
Transfer Deadline: July 7, 2015
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

Responsible for the supervision, training and productivity of all staff members. Assist in the administration and guidance of the department, including internal audit plans, the conduct of internal audits and the reports issued. Assure professional audit advocates for protection of Tribal assets and equity for all Tribal members and organizational employees. Represent the Audit Manager as necessary. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with scheduling audits in all areas of the Tribe (programs, enterprises and ventures), determining the resources necessary and approving audit plans, including objectives scope and audit procedures consistent with the audit risk, needs and priorities, thereby addressing issues which impact a variety of economic, financial and managerial initiatives in conformance with relative Federal State and Tribal laws and policies.
2. Assist with supervision of audit work and assures adequate review of work performed to assure adequacy of scope, testing performed and accuracy of conclusions reached.
3. Review Audit work for compliance with Department procedures and the Standards for the Professional Practice of Internal Auditing.
4. Review and edit audit reports to facilitate appropriate and meaningful recommendations, encouraging corrective action by management of the area audited.
5. Ensure reporting is accurate, objective, clear, concise constructive and timely.
6. Assist with achieving financial objectives by supervising budget development and monitoring compliance.
7. Communicate with various levels of management regarding sensitive and controversial audit matters in order to enhance understanding of issues, achieves audit plans and facilitates desired corrective actions.
8. Assure audit programs are tailored to each audit to assure no tests or activities necessary for adequate objective achievement are overlooked and to attempt avoidance of ineffective audit techniques from being performed.
9. Identify and analyze cause of uneconomic and ineffective practices within area of audit.
10. Assist with selecting the best qualified staff to fill available positions and evaluates auditor performance, counsels auditors as need to strengthen the person's knowledge and skills thereby assuring their personal development and preparedness of the next level of proficiency.

JOB DESCRIPTION
Assistant Audit Manager
Page 3

DUTIES AND RESPONSIBILITIES: (Cont.)

11. Facilitate the audit process by resolving issues and staff questions during the day-to-day progress of audits.
12. Development hypothesis and accounting and statistical test to determine if desired results and benefits are being achieved including a variety of complex financial records and operational processes.
13. Assure coordination of audit activities with IT department and relevant oversight bodies to secure the computer time, resources and date as needed to properly evaluate processes and conduct the audit projects.
14. Assure the adequacy of the department manual in order to document expectations, provides consistent and relevant guidance of audit work and development of meaningful tools for use by staff.
15. Contribute to team effort and accomplish related results as required.
16. Adhere to all Tribal Personnel policies and Procedures, Tribal Standard Operating Procedures, and Are and Program Strategic Plans and Policies.
17. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
18. The above duties and responsibilities are to 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. Work is generally performed in an office setting with a moderate noise level.
2. Must be able to move around in an office setting for meetings, customer walk-ins, operate office machines, etc.
3. 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 principles and practices of management and fund accounting, finance, accounting, and business administration.
2. Knowledge of and ability to interpret the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting and Auditing Standards.
3. Knowledge of the development, preparation and control of budgets.
4. Knowledge of managerial and statistical analysis techniques and reporting procedures
5. Knowledge of modern office practices, procedures, and equipment.
6. Knowledge of the principles, procedures and techniques of accounting and of financial records, internal controls and transactions.
7. Knowledge of system documentation, work paper organization and criteria of evidence.
8. Knowledge of modern information system technology, including security, controls and processing capabilities.
9. Knowledge of organizational theory and design.
10. Knowledge of industry and/or program policies, procedures, regulations and laws.
11. Skill in applying the concepts, production and professional use of audit evidence.
12. Skill in operating various word-processing and spreadsheets software programs in a Windows environment.
13. Ability to gain the confidence and respect of management and staff through attributes such as professionalism and positive attitude in order to establish working relationships.
14. Ability to communicate effectively and both verbally and in writing.
15. Must comply with Internal Auditors Code of Ethics and Standards for the Professional Practice.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing and able to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Tribe 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.
20. 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 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.

JOB DESCRIPTION
Assistant Audit Manager
Page 3

PREFERRED QUALIFICATIONS:

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

1. Two (2) years of previous successful experience in setting goals, developing strategies and schedules for meeting goals and anticipating obstacles and alternative strategies.

MINIMUM QUALIFICATIONS:

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

1. **Must be an enrolled member of the Oneida Nation Tribe of Indians of Wisconsin.**
2. Bachelor's Degree in Accounting, Business Administration, Finance, or closely related field; five (5) years of audit experience to include fraud awareness, supervision, data analysis and performance auditing; long and short term goal planning; an equivalent combination of education and experience may be considered.
3. Certification as a Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, Certified Information Systems Auditor or Certified Fraud Examiner within one (1) year of employment.

ITEMS TO BE SUBMITTED:

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