



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Office Manager-Casino		<b>JOB CODE:</b> OMCA
Business		<b>EEO:</b> 6
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> Gaming Enterprise
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Office Manager is responsible to perform at the highest level difficult to complex administrative responsibilities and functions with minimal supervision. The successful candidate will be a self-starter, well organized, detailed-orientated, flexible, have strong written and verbal communication skills and can effectively multi-task while maintaining strict confidentiality all in which ultimately enhances every interaction for our guest and employees. Customer service is our top priority for both internal and external guests.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Performs a variety of complex and day-to-day administrative support for the Director and Managers.
2. Performs complex and confidential duties relating to financial and personnel issues. Oversee, coordinates, maintains and processes sensitive paperwork including, but not limited to, payroll documents, timesheets, travel reimbursements, purchasing and employee related documents for all staff in the department.
3. Responsible for processing, recording, maintaining and coordinating departmental financial and budget information and transactions. Prepares and maintains accurate and up-to-date budget records.
4. Assists with fiscal planning and the compiling of information for the department's annual operating and capital budget requests.
5. Assists with hiring efforts of the department including submitting documents for hiring through Human Resources, scheduling interviews, preparing new hire paperwork and scheduling new hire training.
6. Prepares and processes weekly payroll for a high volume of employees, maintains payroll records. Resolves payroll discrepancies with scope of authority.
7. Maintains all departmental employee attendance records to include FML, IFML, and UPLOA hours.
8. Maintains InfoTronics payroll system weekly by entering and/or updating employee schedules, fixing critical and non-critical exceptions.
9. Prepare, submit and track departmental contracts. Also, maintain an accurate log of all contracts.
10. Process weekly and monthly invoices with Supply Requests, investigating all discrepancies and resolves problems.
11. Monitor and procures office supplies, keeps inventory of other departmental assets.
12. Develops system/reports which guide and support administrative operations.
13. Prepare travel arrangements and reservations for departmental training and conferences; also prepare Supply Requests and reconciliation paperwork for the travel event.
14. Prepare and submit IT work orders for New Hires, Transfers, Resignations and Terminations.
15. Perform other duties, projects and tasks as assigned.



## **JOB RESPONSIBILITY**

Job Reports to	Executive Manager
Leadership Accountability	Implements operating plans, Develops policy and strategic plans, Develops strategic plans and interprets policy.
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives, regulatory authorities, outside customers and inside customers.
Freedom to Act	Operates with significant independence, Subject to general input from supervisor and to regular review by supervisor.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. High School Diploma or GED certificate is required.
2. Associate's or Bachelor's Degree in Business Administration preferred or equivalent related work experience.

### **ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be bondable and licensable according to tribal policy.
3. Must be able to pass typing test with at least 45 WPM.
4. Must pass Office Manager Test at time of interview.

### **EXPERIENCE:**

1. Minimum four (4) years of office management experience required.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must be proficient in Microsoft Office applications.
2. Good knowledge of telephone procedures and very good telephone etiquette.
3. Ability to take and prepare letters, memos and reports under general directions.
4. Must be accurate and efficient with the ability to meet deadlines.
5. Ability to handle multiple competing priorities, excellent organizational skills with attention to detail and flexibility.
6. Excellent English comprehension skills in reading, writing, spelling and composition.

## **WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

## **WORKING CONDITIONS**

1. See Physical Demands Worksheet.