

<b>Job Title:</b>	Senior Internal Auditor Or Internal Auditor I	<b>Start Rate of Pay:</b>	D.O.E. \$65,000- Sr. IA (Exempt) \$58,000- IA I
<b>Department/Group:</b>	Internal Audit	<b>Approximate Hours/ Shift:</b>	40+ Days (Flexibility due to Audit) 4/10 Schedule

**Job Description:** Under general supervision of the Internal Audit Manager, performs a variety of audits, including performance/management audits, compliance and internal control review audits and financial auditing. To ensure the gaming enterprise operates in accordance with Tribal, State, and Federal gaming and casino operations guidelines. Must maintain STRICT CONFIDENTIALITY of all information received in trust and confidence.

#### **ROLE AND RESPONSIBILITIES**

##### **(Sr. Internal Auditor)**

- Bachelor's degree in Business, Accounting or closely related field and two (2+) years' experience directly related to the position and includes exposure to financial records, preparing written reports, and analysis. **Required**

##### **(Internal Auditor I)**

- Bachelor's/ Associates degree in Business, Accounting, or closely related field and one (1+) years' experience directly related to the position and includes exposure to financial records, preparing written reports, and analysis. **Preferred** (or gaming experience that demonstrates an ability to perform the duties and responsibilities of an Internal Auditor I position may be considered.)
- Previous Tribal government and/or gaming industry experience. is a plus, but not required
- Master of Business Administration (MBA) Master or Master of Public Administration. **Preferred**
- Designation as a Certified Internal Auditor (CIA); Certified Fraud Examiner (CFE) or Certified Public Accountant (CPA) is a plus, but not required.
- Examine and research internal controls systems to ensure adequacy, effectiveness, and compliance, evaluate the process of internal controls and systems in preparation for each assigned audit.
- Recommends changes in policies or procedures to increase efficiency of operations or to improve safeguards over the company assets.
- Ensuring compliance with National Indian Gaming Commission (NIGC), Minimum Internal Controls, Tribal State Compact, Casino Internal Controls and all other pertinent State and Federal regulations.
- Interacts with each department and activity subject to audit.
- Conducts observations of control procedures, interviews personnel and examines accounting records such as general ledgers, asset/liability records, revenue/expense accounts and source documents to verify that transactions have been properly recorded and are in compliance with applicable regulations.
- Ability to multitask with preparing detailed audit reports as well as reports or presentations related to special audits.
- Discuss audit findings and recommendations with the Internal Audit Manager
- Collects management responses to audit findings.

- Conducts follow-up examinations of entity operations to determine further corrective action or resolutions of audit findings.
- Maintains the highest level of professionalism with patrons, employees and external business contacts.
- Knowledge of and sensitivity to Native American culture required.
- Willingness to travel
- Exercises no supervision.
- Perform other duties as assigned.