



Picayune Rancheria Tribal Gaming Commission

Coarsegold, CA 93644

(559) 412-5590 – FAX (559) 400-0340

POSITION DESCRIPTION – INTERNAL AUDITOR I

Reports To: Internal Audit Manager

Department: Internal Audit

Status: Non-Exempt

Salary Range: DOE \$57,250+

SUMMARY AND SCOPE:

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.

PRIMARY RESPONSIBILITIES:

- 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.
- Ability to develop and maintain positive and effective working relationships with all levels of the department and Community.
- Ability to use a personal computer including Microsoft Word, Excel, PowerPoint, and Outlook.
- Ability to produce written documents with clearly organized thoughts using proper sentence

construction, punctuation and grammar, in a timely manner.

- Ability to collaborate with audit staff.
- Ability to effectively embrace change management.
- Ability to accurately diagnose auditing related problems and take appropriate and timely corrective action.
- 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
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's or Associates degree in Business, Accounting, or closely related field; two (2+) years' experience directly related to the position and includes exposure to financial records, preparing written reports, and analysis. **Preferred** (or experience that demonstrates an ability to perform the duties and responsibilities of an Internal Auditor I position may be considered.)

WORK ENVIROMENT:

- 4/10 Schedule, Days (Flexibility to accommodate the needs of the dept.)

APPLICATION PROCESS:

If you are interested in this position, please submit the following:

- Completed Application
- Resume
- If claiming Tribal Preference, please provide proof of Tribal Identification

- All requested information must be submitted to the Human Resources office by 5:00PM on the closing date. Incomplete applications or failure to submit the requested information will result in the disqualification of your application.

- Submit To: PRCI Human Resources P.O. Box 2226 Oakhurst CA, 93644. You may also submit your application and all supporting documents via email: jobs@chukchansi-nsn.gov

PRCI TRIBAL PREFERENCE:

In accordance with applicable Tribal Law, and Title VII of the 1964 Civil Rights Act, the PRCI Administration shall give preference in hiring, promotion, transfer, and lay-off to enrolled members of the Picayune Rancheria of Chukchansi Indians. To qualify for this preference, applicants must submit

verification of enrollment in the Tribe. Preference means that Tribal Members who meet the minimum qualifications set forth in the job announcement and position description shall be hired before better qualified non-Tribal Members.

INDIAN PREFERENCE STATEMENT:

Under CFR 25, Part 276 and by Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies provided to qualified PRCI Tribal Members and/or other American Indian/Alaska Native Candidates.

(Approval Signature)

(Date)

(Employee Signature)

(Date)