

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-200 **Issue Date:** 11-14-14 **Closing Date:** 12-02-14

Internal Audit Manager
Yakama Nation Gaming Commission
Internal Audit Department
Hourly Wage: \$27.96/Regular/Full-Time

Oversee personnel by assessing department activities and providing direction, motivation, training and leadership to continually improve performance of the audit team. Responsible for scheduling and monitoring adherence to Master Internal Audit Schedule by reviewing and providing construction feedback on comprehensive audit reviews of all casino operation departments. Establishes and implements internal audit policies and procedures. Responsible for assisting in optimizing overall organizational performance by establishing cooperative and supportive working relationships with other Commission departments. Responsible for review and approval of audit findings and recommendations to finalize audit report that identifies areas of potential exposure and areas for improving operational efficiency.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of professional compliance , operational and financial audits as they relate to the Indian Gaming Industry to lead audits of financial records, operating procedures and internal controls.
- Knowledge of tribal, state, and federal laws and regulations, specifically related to the gaming industry.
- Knowledge of auditing standards, Generally Accepted Accounting Principles (GAAP).
- Knowledge of Internal Control concepts, trends and best practices.
- Ability to establish and maintain effective working relationships with team members, gaming operation associates and other entities by demonstrating good interpersonal skills.
- Must demonstrate strong project management, analytical, facilitation, negotiation and critical thinking skills.
- Well-developed oral and written communication skills and strong interpersonal relation skills.
- Ability to multi-task and demonstrate strong analytical skills assemble key data, potential problem areas and develop recommendations fo4r viable solutions.
- Demonstrates a positive attitude to lead, coach and develop team members efficiently and effectively to ensure high levels of productivity and motivation.
- Proficient in various personal computer applications, including Microsoft Word, Excel, Works and Access.

General Recruiting Indicators:

- Minimum high school diploma or GED required and Bachelor's degree in Business Administration required with a concentration in accounting or finance preferred. Three to four years of gaming experience required and two to three years management experience required. Two to three years of governmental or private industry auditing and/or regulatory experience required. Any equivalent combination of education and work experience may be substituted for required qualifications.
- Professional Certifications (CPA, CIA, CPE or CISA) desired.
- Required to pass a pre-employment drug and alcohol test.

Special Requirements:

- Ability to pass an annual thorough criminal background investigations.