

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2019-224 **Issue Date:** 08-22-19 **Closing Date:** 09-06-19

Internal Auditor
Internal Audit
Gaming Commission
Hourly Wage: \$20.80/Regular/Full-Time

Assists in conducting operational and financial audits for casino operations to ensure the protection of Tribal assets and preserve the honesty and integrity of all Class II and Class III gaming in casino operations. Further responsibilities include reviewing income journals, supporting documentation, procedural steps generated during gaming operations and conducting random unannounced observation of the various departments of the gaming operation. Employee is responsible for analyzing and reviewing internal controls and providing feedback as they impact financial and operational reporting. Considerable initiative and judgment are required to perform complex audits/reviews of high-risk information.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of professional operational and financial audits as they relate to the Gaming Industry.
- Knowledge of tribal, state and federal laws and regulations, specifically in the gaming industry.
- Knowledge of auditing standards Generally Accepted Accounting Principles (GAAP).
- Knowledge of Internal Control concepts, trends and best practices.
- Skills in various personal computer applications, including Microsoft Word, Excel, Works and Access.
- Ability to demonstrate prior Finance or Accounting background.
- Ability to demonstrate strong interpersonal relations skills.
- Ability to communicate effectively both orally and in writing.
- Ability to demonstrate strong analytical skills to assemble key data, potential problem areas and develop recommendations for viable solutions.
- Ability to shift from working independently to a team environment as job duties dictate.
- Ability to handle multiple projects simultaneously.
- Ability to conduct system audits on the various data control systems utilized throughout the gaming operation.

Minimum Requirements:

- Bachelor's Degree in Business Management, Accounting, Finance or related field.
- Two years with governmental or private industry auditing and/or regulatory experience.
- Any equivalent combination of education and work experience may be substituted for required qualifications.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.

Preferred Requirements:

- Prior Gaming experience preferred.
- Have or pursuing a professional certificate program (CPA, CIA, CFE or CISA).