

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at www.tachi-yokut-nsn.gov

Job Requisition Form

Position to be filled: Internal Auditor II (Casino Audit)

Department: Internal Audit

Required Qualifications/Essential Duties:

- Bachelor's Degree (B.A.) in Accounting, Business Administration or Information Systems with Auditing or Accounting background preferred; or equivalent combination of education and experience what meets IIA standards. Should possess 5 years auditing or accounting experience to include Audit Supervisor skills; gaming and/or hotel related experience could substitute for the auditing or accounting experience requirement- **Required**;
- Designation as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) or possession of a Master in Business Administration (MBA) – **Preferred**;
- Valid California Driver License – **Required**;
- Must be insurable through company's carrier and maintain throughout employment – **Required**;
- Must be able to obtain a California Gaming License and maintain throughout employment- **Required**;
- Certified Internal Auditor (CIA) and/or Certified Public Accountant(CPA)- **Preferred**;
- Certified Team Mate User- **Preferred**;
- Perform audit programs for regular compliance, operational and/or financial audits;
- Reviews compliance with National Indian Gaming Commission (NIGC), minimum Internal Controls, the Tribal State Compact, Tachi Palace Casino Resort's System of Internal Controls (SICS) and all other pertinent State and Federal regulations (i.e., Title 31, the USA PATRIOT Act, etc.);
- Interfaces with each entity's management for each department or activity subject to audit;
- Interfaces with the Santa Rosa Rancheria Tachi-Yokut Tribe Gaming Commission;
- Conducts observations of control procedures, interviews personnel and examines electronic and hard copy of records related to entity operations; identifying all material weaknesses and making recommendations for corrective action;
- Develops detailed audit work papers supporting audit findings; Prepares detailed audit reports as well as reports or presentations related to special projects;
- Conduct follow-up examinations of entity operations to determine further corrective action or resolutions of audit findings;
- Provides consultative services and facilitates special projects, initiatives or workshops with each entities management;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Internal Audit department.

Reports To: Internal Auditor III

Starting Rate of Pay: D.O.E. \$55,120.00 (Exempt)

Approximate Hours: 40+ hrs. Per wk.

Date Posted: August 4, 2020

Deadline: Open Until Filled

Department Director

Date

Human Resources Director

Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.