

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Employee Requisition Form

Position to be filled: Internal Auditor I

Department: Internal Audit

Required Qualifications/Essential Duties:

- Associates Degree in accounting, business administration, information systems, auditing, accounting, finance, management, economics or information systems; or 4 years of auditing in Gaming and/or hotel related experience
- Valid California Driver License and must be insurable through company's carrier and maintain throughout employment
- Must be able to obtain a California Gaming License and maintain throughout employment
- Performs audit programs for regulatory compliance, operational and/or financial audits.
- Reviews compliance with National Indian Gaming Commission (NIGC) minimum Internal Controls, the Tribal State Compact, Tachi
- Palace Hotel and Casino System of Internal Control 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.
- Collects management responses to audit findings.
- Conducts follow-up examinations of entity operations to determine further corrective action or resolution of audit findings.
- Provides consultative services and facilitates special projects, initiatives or workshops with each entity's management.
- Coordinates audit activities with external auditors.
- Drive to tribal entities to conduct audits.
- Drive company vehicles or personal vehicles to conduct business on behalf of the Internal Audit Department.

Reports To: Internal Auditor II

Starting Rate of Pay: D.O.E. \$56,680.00 (Exempt)

Approximate Hours: 40+ hours. Per week.

Deadline: Open Until Filled

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.

