

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](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Internal Audit

**Position to be Filled:** Director

**Required Qualifications/Essential Duties:**

- Master Degree in Business Administration (MBA) or Public Administration (MPA) and a Bachelor's Degree (B.A.) in accounting, business administration or information systems with auditing or accounting background- **Required**;
- Must possess at least twelve years of gaming audit or accounting experience to include at least two years as a Manager and seven years as a Supervisor. Designation as a Certified Internal Auditor (CIA) or a Certified Public Accountant (CPA)- **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**;
- Responsible for the effective direction and management of the Internal Audit Activity;
- Develops risk-based audit plans to determine the priorities of the Internal Audit Activity;
- Communicates the Internal Audit Activity's plans and resource requirements to Tribal Council;
- Ensure that Internal Audit resources are appropriate, sufficient and effectively deployed to achieve the approved annual plan;
- Establishes policies and procedures to guide the Internal Audit Activity;
- Periodically reports to the Tribal Council on the Internal Audit Activity's purpose, authority, responsibility and performance relative to its annual plan;
- Evaluates and contributes to the improvement of risk management, control and governance systems;
- Examines each Tribal Entity's system of internal control and develops appropriate auditing strategies;
- Oversees the completion of internal audits and communicates results to appropriate and responsible parties;
- Reports material weakness in an entity's system of internal control and recommends procedures to eliminate those weaknesses;
- Recommends operating procedures designed to improve the efficiency or profitability of any department or activity within each entity;
- Analyzes data obtained for evidence of deficiencies in controls, duplication of effort or lack of compliance with management's established policies and procedures for each entity; Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Internal Audit Department.

**Reports To:** Tribal Administrator

**Starting Rate of Pay:** DOE – \$70,720.00 (Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** September 4, 2020

**Deadline:** Open Until Filled

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Department Director \_\_\_\_\_ Date \_\_\_\_\_

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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.