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 I

Department: Internal Audit

Required Qualifications/Essential Duties:

- Bachelor's Degree (B.A) in Accounting, Business Administration or Information System with the minimum of 20 hours of Auditing, accounting or information systems emphasis in the area of study or combination of education and experience that meets IIA standards; Gaming and/or hotel related experience could substitute for educational requirement. - **Required;**
- 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 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 weakness 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;
- Collets management responses to audit findings;
- Conducts follow-up examinations of entity operations to determine further corrective action or resolutions of audit findings;
- Provides consultative services and facilities special projects, initiatives or workshops with each entities management;
- Coordinates audit activities with external auditors;
- Drive to tribal entities to conduct audits;
- Drive company vehicle or personal vehicle 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+ hrs. Per wk.

Date Posted: May 1,2022

Deadline: Open Until Filled

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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.