

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 (Tribal 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 manager skills; gaming and/or hotel related experience could substitute for educational requirements. Designation as a Certified Internal Auditor (CIA)- **Required**;
- Valid California Driver License- **Required**;
- Must be insurable through companies' 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 TeamMate User- **Preferred**;
- Performs audit programs for financial, operational and/or compliance audits;
- Reviews compliance with System of Internal Controls (SICS), departmental policies and procedures and all other pertinent State and Federal regulations (i.e. State and Federal Regulatory Bodies and OSHA compliance);
- Performs financial audits of the Coyote Entertainment Center, Yokut Gas and Tribal Finance Department in accordance with Generally Accepted Auditing Standards (GAAS);
- Interfaces with each entity's management for each department or activity subject to audit;
- Conduct annual operational and performance audits for Tribal Departments;
- Interfaces with the Santa Rosa Rancheria Tachi-Yokut Gaming Commission with regards to Yokut Gas audits;
- Conducts observations of control procedures, interviews personnel and examines electronic and hard copy records related to entity operation; identifying all material weaknesses and making recommendations for corrective action;
- Prepares detailed reports as well as reports or presentations related to special projects;
- Debriefs entity management on audit findings;
- 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 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: March 22, 2019

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.