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 III

Department: Internal Audit

Required Qualifications/Essential Duties:

- Bachelor's Degree (B.A.) in Accounting, Business Administration or Information Systems with at least 5 years of Auditing or Accounting background or combination of both is **Required**; Must possess at least 5 years of gaming or public auditing experience to include at least 5 years in a supervisory role. Master's Degree in business Administration (MBA) or Public Administration (MPA) from an accredited institution is **preferred**;
- Designation as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) is **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 AuditBoard User- **Preferred;**
- Perform audit programs for regular compliance, operational and/or financial audits;
- Reviews compliance with National Indian Gaming Commission (NIGC) Minimum Internal Controls Standards (MICS), the Tribal State Compact, Tachi Palace Casino Resort System of Internal Control Standards (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 facilities special projects, initiatives or workshops with each entity's management;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Internal Audit department.
- This is a non-Tribal position.

Reports To: Director

Starting Rate of Pay: D.O.E. $66,560.00 (Exempt)

Approximate Hours: 40+ hours per week

Date Posted: February 22, 2023

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.