

SANTA ROSA RANCHERIA TACHI YOKUT TRIBE

Employee Requisition Form

Position to be filled: Internal Auditor II
Department: Internal Audit

Required Qualifications/Essential Duties:

- Bachelor's Degree (B.A.) in Accounting, Business Administration, Information Systems, or Auditing plus 2 years' experience in auditing or accounting skills. Gaming and/or hotel related experience
- Valid California Driver License
- 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 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);
- 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.).
- Performs financial audits of the 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;
- Interfaces with the Santa Rosa Rancheria Tachi-Yokut Tribe Gaming Commission.
- Conduct annual operational and performance audits for Tribal Departments;
- 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;
- Develops detailed audit work papers supporting audit findings;
- Prepares detailed audit 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 entity's management;
- Coordinates audit activities with external auditors;
- 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. \$63,960.00 (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.

