

Tribal Gaming Commission

5825 Highway 21; Atmore, Alabama 36502 * Telephone (251) 368-1811 · Facsimile (251) 446-9549

JOB ANNOUNCEMENT

POSITION: AUDITOR
DEPARTMENT: TRIBAL GAMING COMMISSION
REPORTS TO: SENIOR AUDITOR
STATUS: REGULAR FULL-TIME
ASSIGNED LOCATION: TRIBAL GAMING COMMISSION – Atmore location
ADVERTISING: TRIBAL WIDE & PUBLIC
OPENING DATE FOR APPLICATIONS: Monday, May 21, 2018
CLOSING DATE FOR APPLICATIONS: Monday, June 4 2018 AT 5:00 P.M.

AUDITOR (Tribal Gaming Commission: Atmore location)

The Auditor is a regulatory position which performs routine and non-routine monitoring of the Tribe's various gaming facilities, systems, and processes by performing inspections of a financial, operational, and compliance nature and reporting results to senior members of staff. The Auditor is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

SUPERVISORY CHAIN OF COMMAND

The Auditor is supervised by the Senior Auditor.

CLASSIFICATION

This position is classified as non-exempt.

DUTIES AND RESPONSIBILITIES

1. Monitors Tribal Gaming operations for financial compliance with the Tribal and Federal Internal Control Standards, Tribal Gaming Ordinances, policies and procedures, as well as applicable law to protect assets both on and off the gaming floor.
2. Assesses business systems/processes using narrative and flowcharting techniques to identify key control points and risks or potential control gaps.
3. Performs financial, operational and compliance audits of gaming and/or non-gaming enterprises as directed by senior Audit Department personnel to determine compliance with federal law, Tribal and Federal Internal Control Standards, and enterprise policies and procedures based on observations, interviews, collective data and analytical procedures.
4. Analyzes financial variance and exceptions reports as needed, as part of a continuous audit review, or as directed and then reports any identified weaknesses.
5. Performs adequate follow-up procedures to ensure recommended corrective actions are effectively remediated.
6. Assists in the review and preparation of policies and procedures for review and approval by the Director of Audit and the Tribal Gaming Commissioners.
7. Prepares audit reports of findings and effective recommendations to address identified areas of non-compliance, control weaknesses and/or control/policy gaps.
8. Organizes work papers so they can be effectively retrieved, achieved and reviewed.
9. Identifies confidential information and follows procedures for safeguarding such information.
10. Attends training as recommended by senior Audit Department personnel.
11. Maintains updated knowledge of gaming laws and regulations as well as auditing techniques in order to continue to effectively perform in areas of responsibility.
12. Establishes and maintains a good working relationship with Casino leadership, department personnel as well as other Tribal Gaming Commission personnel.
13. Supports the Audit function in other initiatives and performs other duties as assigned by the appropriate person.

MINIMUM QUALIFICATIONS

1. Applicant is required to meet at least one (1) of the following options of education/experience to be considered qualified:
 - Option A: Bachelor's Degree from an accredited college in Accounting/Finance or Business Administration/Management & Two (2) years verifiable internal or external auditing experience
 - Option B: Two (2) years of full-time post-secondary education & five (5) years verifiable internal or external auditing experience with at least two (2) out of the five (5) years being within the last three (3) years
 - Option C: Seven (7) years verifiable internal or external auditing experience with at least three (3) out of the seven (7) years being within the last four (4) years
2. Two (2) years verifiable employment experience working in the gaming industry in the area of gaming operations accounting, auditing, cage/vault, compliance, or gaming machines preferred.
3. Able to read, interpret, and analyze complex federal, state, and Tribal laws and regulations.
4. Able to write comprehensive reports.
5. Must understand complex principles of accounting and auditing.
6. Must possess strong working knowledge of MS Office Suite.
7. Must possess a high level of maturity and the ability to maintain confidentiality.
8. Must possess good problem solving and organizational skills.
9. Must successfully pass a skills abilities test in the areas of auditing, accounting, general business, writing, and basic computer skills such as Microsoft Word and Excel.
10. Must successfully pass the background investigation as required by the National Indian Gaming Commission.
11. Must possess a valid state driver's license.
12. Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
13. Able to perform all duties and responsibilities of this position.

PREFERENCE SHALL BE GIVEN ACCORDING TO THE TERO ORDINANCE OF THE POARCH BAND OF CREEK INDIANS. DFWP.

Every applicant must complete an application provided by the Tribal Gaming Commission Office or online at www.pci-tgc.org. Applications must be received at the address above prior to the closing date of applications. A resume will not be accepted in the place of an application. **Incomplete applications will not be considered for this position.**

Complaints about the recruitment or selection process for employment should be directed in writing to the office of the Administrator of the TGC.