

UNITED AUBURN INDIAN COMMUNITY

Job Description – Internal Audit Manager

Department: Internal Audit

Status: Exempt

SUMMARY

Under the supervision of the Tribal Council, the Internal Audit Manager examines and evaluates the adequacy and effectiveness of the system of internal controls, compliance with NIGC MICS, the Tribal-State Gaming Compact, Tribal Internal Control Standards, and approved policies and procedures. In addition, the incumbent oversees Internal Audit department compliance audits and regularly interacts with mid-to-senior level management to discuss issues and recommend improvements in business practices.

DUTIES AND RESPONSIBILITIES

1. Responsible for practicing, supporting, and promoting United Auburn Indian Communities' organizational culture at all times.
2. Manage staff in the planning and execution of regulatory, financial, compliance, and operational audits and special projects.
3. Work with staff in assessing compliance with governmental and jurisdictional regulatory requirements, financial accounting and auditing standards, as well as Company policies, to ensure company assets are safeguarded.
4. Examine and evaluate the adequacy and effectiveness of information systems and business controls.
5. Compare and contrast property controls with regulatory requirements and generally expected internal controls.
6. Create audit programs for new Company/property initiatives.
7. Oversee audits of Tribal programs.
8. Identify and document business processes and controls in order to evaluate risks and compensating controls.
9. Assist in ensuring audit practices conform to departmental and professional standards.
10. Contribute to a strong relationship with gaming property's mid-management and staff.
11. Lead or facilitate meetings to discuss audit findings and consulting services with top levels of management.
12. Perform a variety of ad hoc special projects that may include collaboration with Tribal Gaming Commission or property management.

13. Responsible for the training and development of staff.

MINIMUM JOB REQUIREMENTS

1. Have great attention to detail.
2. Excellent interpersonal oral and written communication skills with the ability to effectively and comfortably communicate with all levels of management, as well as with casino guests and Team Members. Ability to respond to common inquiries or complaints from customers and employees. Ability to communicate one-on-one and to groups to explain policies and procedures, and to persuade others to accept or adopt a specific opinion or action. Ability to effectively present information and/or a convincing argument to executives.
3. Knowledge of accounting and auditing principles/standards, and familiarity with various computer systems and applications.
4. Must possess highly developed analytical skills and the ability to think creatively about ways to analyze casino, hotel and retail operations.
5. EDUCATION/EXPERIENCE: Four-year degree in accounting, business, or related discipline from accredited college or university, or four-year degree with sufficient courses in accounting and auditing required. Five or more years of internal audit, public accounting or related business experience, with some lead auditor experience preferred. CPA, CIA, and/or advanced degree (MBA, MS) a plus. 5 + years of gaming industry experience required.

PHYSICAL REQUIREMENTS:

Requires normal, corrective vision range, the ability to see color and the ability to distinguish letters, numbers and symbols.

WORK CONDITIONS:

Work is typically in an area, which may be unusually hot, cold, noisy, and may contain second hand smoke. Work may be performed in small areas with a 3 ft. wide access. Tasks performed from a sitting position. Employee may be required to stand, walk, lift, reach, push, pull and grasp. These tasks include the maintenance and care of assigned area. Constant contact with fellow Employees and Guests.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type Internal Audit Manager in subject line to be considered