

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Internal Control Auditor

Position Number: 4401

Department: Gaming Commission

Location: Cimarron Casino, Perkins

Issuing Date: January 5, 2009

Closing Date: Until Filled



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Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY: Under the supervision of the Gaming Commission Executive Director, the general objective consists of evaluation of financial and operational internal controls over use of resources and safeguarding of casino assets, provide verification of compliance in all aspects, assess the reliability, consistency, integrity, and security of financial and operating information, supply consultation to the Gaming Commission and Management in an effort to improve business operations and guide the implementation of audit recommendations. Position will have extensive interaction with all levels of staff within the Gaming Commission, enterprise management, NIGC, External Auditors and accounting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts internal audits of the gaming operation financials and assesses effectiveness of controls and efficiency of operations.
- Evaluates audit findings and provides recommendations in the form of oral and written communications, ensuring the reliability and integrity of financial information with compliance of regulation standards.
- Participates in fraud investigations.
- Performs follow-up audits to verify that findings and recommendations have been satisfied.
- Ensures compliance with the National Indian Gaming Commission's Minimum Internal Control Standards, Tribal Internals Control Standards, Generally Accepted Accounting Principles, and all other applicable standards with respect to operations.
- Assess the proper accountability of assets by conducting inventory counts as needed.
- Observe, analyze, and make recommendations on policies, procedures, and other materials for the purpose of compliance and protection of assets.
- Develop annual audit plan.
- Performs other duties as assigned.

QUALIFICATIONS – Must have knowledge of Generally Accepted Accounting Principles. Must have proficient computer skills with spreadsheets in order to quantify and illustrate routine financial reports, comparisons, impacts and/or projections. Ability to accurately document work in progress, effectively communicate accounting information, and the aptitude to analyze and solve problems. Ability to effectively write reports and business correspondence. Must have superior interpersonal skills.

EDUCATION and/or EXPERIENCE -- Bachelor's degree in business administration, accounting, or finance with a minimum of two years experience in accounting and/or auditing or equivalent 5-10 years equivalent experience or education. Gaming experience preferred.

ADDITIONAL REQUIREMENTS --

Possess valid Oklahoma Drivers License and be insurable.

Must apply for and pass criminal background check for Key Gaming License.

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test.