

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV00411866

DATE POSTED: 04/27/16

POSITION NO: 241738

CLOSING DATE: OUF

POSITION TITLE: Gaming Auditor

DEPARTMENT NAME / WORKSITE: Twin Arrows Navajo Casino Resort, Twin Arrows, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB65A

WORK HOURS: 8AM-5PM; varies PART TIME: NO. OF HRS./WK.: _____ \$ 44,054.40 PER ANNUM

depending on audit SEASONAL: DURATION : _____ \$ 21.18 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Incumbent, under general supervision, performs work of moderate difficulty in developing, implementing and maintaining an independent audit for review of gaming operations utilizing established audit procedures; audits the accounting practices and records of all casino departments to ensure compliance with general accounting/audit standards, the National Indian Gaming Commission (NIGC) Minimum Internal Control Standards and the Navajo Nation Gaming Ordinance; reviews proposed internal control changes for compliance with the NIGC Minimum Internal Control Standards and Navajo Nation Gaming Regulatory Office regulations; maintains files on internal changes; reviews and monitors management policies and procedures; reviews documents and makes recommendations on corrective action. Develops audit schedules and plans for implementation; develops reports of audit findings and submits to Audit Manager; assists in the recordkeeping process involving approved and/or denied slot machine programs; monitors state inspections of casino slot machines; assists in training gaming agents on approved internal control procedures and practices; monitors casino check cashing collections; prepares required reports; reviews casino promotional; attends meetings, training and presentations; performs special assignments.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Business, Finance, Accounting or related field; and two (2) years of auditing/accounting work experience.

Preferred Qualifications:

- A Master's degree in Business, Finance, Accounting or related field.
- One (1) year of experience working with Federal, State and tribal laws, and regulations.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Must possess or have the ability to obtain a valid gaming license/certification from the State of Arizona, New Mexico and/or the Navajo Nation Gaming Regulatory Office.
- A favorable background investigation is required.
- Must possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge in generally accepted auditing/accounting principles as applied to the gaming industry; knowledge of federal, state and Navajo Nation laws, rules regulations, practices and procedures related to gaming financial activities. Knowledge of recordkeeping and file maintenance practices and procedures; knowledge of computerized auditing/accounting software; Skill in using computer software to generate reports, statistical information and internal auditing controls; Skill in interpreting complex statutes, procedures, rules, regulations and guidelines; Skill in training co-workers regarding policies, procedures and internal controls; Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, casino management, the Navajo Nation Council, Office of the President/Vice-President, upper management, co-workers and subordinates; Skill in developing statistical reports in accordance with established regulatory agency guidelines.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.