

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: OPV0044184

Date Posted: 10/10/11

POSITION NO: 241738

Closing Date: 10/21/11

CLASS CODE: 3457

POSITION TITLE: GAMING AUDITOR

DEPARTMENT NAME: Navajo Gaming Regulatory Office

DEPARTMENT NO: 4 WORKSITE LOCATION: St. Michaels, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R65A

Days: Monday - Friday

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

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; ensures that the casino operates in compliance with the National Indian Gaming Commissions Minimum Internal Control Standards and Navajo Nation Gaming Ordinance; monitors internal controls to ensure compliance with established internal control procedures; performs related work as assigned. Audits the accounting practices and records of all casino departments to ensure compliance with general accounting 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; 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.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Business, Finance, Accounting or related field; and two (2) years of auditing/accounting work experience; **OR** an Associate's degree in Accounting, Business or related Field; and four (4) years of auditing/accounting work experience; **OR** a Master's degree in Business, Finance, Accounting or related field; and one (1) year of auditing/accounting work experience.

Experience:

(To receive full credit for education/training, applicant must submit copies of college transcripts, degree, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment: Knowledge of 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 applying generally accepted auditing/accounting principles in an Indian gaming setting, skill in developing statistical reports in accordance with established regulatory agency guidelines, skill in using computerized accounting software in generating financial/statistical data and reports.

License/Certification 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.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99