

GAMING AUDIT MANAGER

DEFINITION: Under general supervision, performs work of considerable difficulty in planning, coordinating and overseeing the day to day operations of the audit section of the Navajo Nation Gaming Regulatory Office; ensures compliance with all federal, state and tribal gaming regulations and ordinances, internal controls, policies and procedures; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, coordinates, reviews and evaluates the work of audit section staff to ensure that internal/external audit activities are performed in a timely manner and in compliance with established professional auditing standards and guidelines; counsels and assists staff regarding audit activities and related day to day problems/issues; develops internal audit procedures and forms; coordinates external audits of the casino to ensure appropriate coverage; works closely with State to respond to all reports requiring follow up and corrective action.

Tests and evaluates internal controls to ensure compliance with established internal control policies and procedures and the Gaming Compact; issues violations and notices of concern for non-compliance and/or control weaknesses identified during audit; recommends solutions for deficiencies identified during internal/external audit; investigates issues regarding internal controls; maintains confidentiality of all matters pertaining to compliance; maintains a tracking system for all reports and corrective action documentation of violations.

Recommends new and/or revised internal control procedures for gaming operations; implements and evaluates new and revised internal control procedures covering both manual and computerized accounting fiscal control systems; trains gaming staff regarding internal control policies and procedures; performs required fiscal and statistical analysis of casino activities, including special events.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of generally accepted auditing/accounting principles as applied to the gaming industry.
Knowledge of tribal and federal laws, rules and regulations regulating tribal gaming related finances.
Knowledge of Indian Gaming Compact policies, procedures and regulations regarding casino fiscal functions.

Knowledge of computerized auditing/accounting software.

Knowledge of Federal and State Indian Gaming laws.

Knowledge of the principles, practices of policies and procedure development and implementation.

Knowledge of the principles and practices of employee training and supervision.

Skill in using computer software to generate reports, statistical information and internal auditing controls.

Skill in preparing reports for Federal/State agencies, Navajo Nation Council and management.

Skill in analyzing detailed computerized reports for accuracy and compliance.

Skill in reviewing and developing policies and procedures to ensure accuracy and compliance with applicable laws, rules and regulations.

Skill in applying generally accepted auditing/accounting principles in an Indian Gaming setting.

Skill in reviewing and analyzing a variety of financial records/reports necessary to document revenues and expenditures.

Skill in interpreting complex statutes, procedures, rules, regulations and guidelines.

Skill in developing statistical reports in accordance with established regulatory agency guidelines.

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Skill in utilizing public relations/customer service techniques in responding to inquiries and complaints from all sources.

Skill in examining and verifying a wide variety of financial documents and reports.

Skill in establishing and maintaining effective working relationships with governmental regulatory agencies, casino management, Navajo Nation Council, upper management, co-workers and subordinates.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and five (5) years professional level gaming auditing/accounting work experience, two (2) years of which must have been in a supervisory capacity;

PREFERRED QUALIFICATIONS:

- A Master's degree in Accounting, Finance, Business Administration or closely related field.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- Must possess or be able to obtain a gaming license/certification from the State of Arizona, the State of New Mexico and the Navajo Nation Gaming Regulatory office.
- Possess a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.