



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

****RE-ADVERTISED****

POSTING NO: 030-20

OPENING DATE: 01/03/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Internal Auditor
PAY GRADE: E7 (\$24.11/hr. - \$34.96/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Gaming Regulatory
REPORTS TO: Internal Auditor Supervisor
BACKGROUND LEVEL: High Risk Public Trust

JOB PURPOSE: Conducts audits and reviews Isleta Resort and Casino's financial records to ensure effectiveness of controls, accuracy of financial records and efficiency of operational compliance with National Indian Gaming Commission (NIGC) Minimal Internal Control Standards (MICS), New Mexico Tribal-State Gaming Compact, POIGRA Regulations, Standard Operating Procedures, GAAP, AICPA standards and all other applicable laws and regulations, as well as best practices.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops audit reports in conformance with standards of professional audit practices of internal auditing, and makes recommendations to Lead Internal Auditor for corrective action of non-compliance issues using supporting documentation and providing objective reasons, findings and conclusions.
- Follows up on previous areas of non-compliance to assure corrective actions were implemented.
- Conducts interviews with applicable personnel for auditing purposes.
- Provides recommendations to mitigate risks in the protection of Tribal Assets.
- Examines financial records to ensure the accuracy of transactions; examines cash handling procedures to ensure compliance with MICS and/or best practices.
- Reviews general ledger accounts; verifies amounts reported by revenue audit other

applicable operational departments with ledger postings for reasonableness.

- Analyzes data and/or supporting documentation for evidence of deficiencies in controls and deviation from established policies procedures and regulations.
- Assists in assigned investigation process when improprieties, fraud, theft or misappropriations are identified; furnishing and providing testimony as required.
 - Maintains all audit files and related documents for assigned internal audits.
- Maintains professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Business Administration, Finance or related field.
- Minimum of three years' experience in accounting, audit, casino operations, compliance, or gaming regulatory environment.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and Pueblo customs and traditions (preferred).
- Knowledge of the functions and structure of the Pueblo of Isleta (preferred).
- Knowledge of federal, state, and Indian gaming regulations.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work independently with minimal supervision.
- Ability to work extended hours, weekends, holidays and various shifts as scheduled.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office or casino environment.
- Exposure to second-hand smoke.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.