



# PUYALLUP TRIBE OF INDIANS



## JOB ANNOUNCEMENT

<b>OPENS:</b>	<b>MAY 3, 2017</b>	<b>CLOSES:</b>	<b>JUNE 19, 2017</b>
<b>JOB TITLE:</b>	<b>AUDITOR GAMING</b>	<b>DEPARTMENT:</b>	<b>PTGRO</b>
<b>REPORTS TO:</b>	<b>ASSISTANT DIRECTOR</b>	<b>HOURS:</b>	<b>40 HRS/WK – FULL TIME</b>
<b>SALARY:</b>	<b>BASED ON SALARY SCALE + BENEFITS</b>		

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### POSITION SUMMARY:

As a member of the Puyallup Tribe of Indians (PTGRO) Gaming Regulatory Agency, and under limited general direction, performs complex level professional internal audit work including leading and conducting financial related, compliance, and operational audit work of considerable difficulty for the PTGRO. Additionally, may present audit results to the Tribal Council; and provide input into the development of the annual audit plan.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct independent analyses and evaluations (operational and compliance examinations and audits) of PTOI gaming enterprises to determine the reliability and integrity of information; compliance with policies, plans, procedures, laws and regulations; the safeguarding of assets; and/or the economical and efficient use of resources.
2. Conduct follow-up of audit results to help ensure adequacy and timeliness of corrections.
3. Interpret policies and procedures and apply professional accounting and auditing principles and standards to test and evaluate complex financial records and operational systems.
4. Identify and analyze causes of uneconomic and inefficient practices and assess alternatives that might yield desired results.
5. Perform research to locate and summarize laws and regulations to determine if the program being evaluated is in compliance.
6. Prepare programs, checklist, work papers, schedules, and summaries in accordance with applicable standards.
7. Develop recommendations to address audit results and to strengthen internal control procedures, operational policies and procedures, analytical procedures, and/or processes.
8. Train, supervise and mentor Field Agents in areas of audit applicable to their job function.
9. Prepare audit reports to document findings in accordance with professional and department standards.
10. Coordinate and lead internal audits.
11. Present audit results as necessary and applicable to department management, senior gaming management, the Gaming Advisory Commission, and the Tribal Council.
12. Cooperate with outside auditors, investigators, and law enforcement personnel during audits, inspections or investigations as applicable and necessary.
13. Responsible for possessing a thorough understanding of, and keeping up-to-date with, compliance regulations from NIGC, IGRA and the State Compact.
14. Assist in the creation of a compliance procedures manual.

15. Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This position has limited supervisory responsibilities on selected audit engagements.

## **QUALIFICATIONS AND REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Required:

- Bachelor's Degree in Accounting or Finance is required.
- Professional certification/license as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.
- Certified Fraud Examiner(CFE) and/or Certified in Financial Forensics(CFF) preferred.
- Minimum five years of internal or external audit experience with demonstrated in-depth knowledge of the gaming industry, rules, and regulations is required; tribal gaming preferred.
- Must possess and demonstrate a high level of expertise in developing analysis methods and have the ability to create analysis tools.
- Must possess and demonstrate a high level of independence to follow leads, research findings and draw logical conclusions.
- Must have a high level of expertise and demonstrated knowledge in techniques, testing and sampling methods, standards for conducting audit engagements and the requirements set forth in the *International Standards for the Professional Practice of Internal Auditing*.
- Demonstrated knowledge and understanding of NIGC, IGRA, and Washington State Compact is preferred.
- Must have intermediate to advanced computer skills in spreadsheets, database and word processing applications.
- Must possess and demonstrate strong oral and written communication skills.
- Must have and maintain a valid driver's license and proof of auto insurance.
- Must be able to occasionally travel for business.

*Note: Part-time work is prorated in crediting experience (e.g., if you work 20 hours per week for a 12-month period you will be credited with 6 months of experience).*

### **Language Skills**

Must have the ability to: read and comprehend complex financial documents; analyze financial data and other information and compare to industry standards and known quantities; read and interpret documents such policy and procedure manuals; write routine reports and correspondence; speak effectively before groups of employees, department management and senior management of the organization; and to communicate clearly both orally and in writing to a diverse audience with varying levels of experience and knowledge.

### **Mathematical Skills**

Ability to apply advanced mathematical concepts to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

### **Reasoning Ability**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with formulas, scientific equations, graphs and with a variety of abstract and concrete variables.

### **Licenses or Certificates**

- Professional certification/license as a Certified Internal Auditor (CIA) or Certified Public Accountant (CPA) required.
- Certified Fraud Examiner (CFE) and/or Certified in Financial Forensics(CFF) preferred.
- Must have and maintain a valid Washington State driver's license and proof of insurance. Driver's License must have no restrictions that would otherwise prevent an employee from driving on Tribal business.

### **Other Requirements**

- Must not have any felony convictions.
- All applicants must undergo an extensive personal background investigation to include any criminal record, credit rating, and other personal background information useful in determining the applicant's character prior to and periodically throughout employment.
- This position has contact with all levels of personnel within company and with clients and vendors.
- Must be able to maintain confidentiality and control sensitive information at all times.
- Must be a self-starter and able to work independently with little direction.
- Must sign and abide by the Department of Internal Audit's Code of Conduct and Ethics.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires the ability to operate a personal computer, multi-line telephone, calculator, facsimile and photocopier.
- Requires the ability to read, write, communicate, and interpret information accurately in English.
- While performing the duties of this job, the employee is frequently required to walk.
- The employee occasionally is required to sit, stand, talk and hear, climb or balance, stoop, kneel, crouch or crawl, reach with hands and arms and use hands to finger, handle and feel.
- The employee must occasionally lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level is low to moderate.
- The physical exertion is low to moderate and there is occasional work near moving mechanical parts and work in high precarious places.
- Work is performed in an office setting with occasional local travel using employee's own transportation.
- There are frequent employee, client and customer contacts and interruptions during the day.

The Puyallup Tribe of Indians reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

### *INDIAN PREFERENCE EMPLOYER AS REQUIRED BY LAW*

#### **HOW TO APPLY:**

*Submit application and resume postmarked by the closing date to:*

Human Resource Department  
Puyallup Tribe of Indians  
3009 East Portland Avenue  
Tacoma, WA 98404

Ph.#: (253)573-7863  
Fax#: (253)573-7963  
Job Line#: (253)573-7943

*Note: Applications & copies of job announcements available at Rm. # 157  
or online at [www.puyallup-tribe.com](http://www.puyallup-tribe.com)*