

POSITION DESCRIPTION

POSITION: Gaming_Auditor
LOCATION Casino
SALARY: \$16.84 Negotiable Exempt
TABLE OF EQUIVALENCIES:Applies
Supervised by/Reports to: Gaming Commission Department: Gaming Commission Division: Tribal Council

POSTING DATE: 10-6-17
CLOSING DATE: 10-13-17
PAY GRADE: 5

Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a provide a positive team environment where everyone contributes.

GENERAL RESPONSIBILITIES: The Gaming Auditor will be responsible to work with the Internal Auditor to provide and maintain comprehensive audit coverage of all gaming activity.

STANDARD QUALIFICATIONS:

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description
3. Must maintain an acceptable departmental attendance record
4. Must be able to work weekends, nights and holidays

DUTIES:

1. Under the tutelage and oversight of the Internal Auditor, receive on-the-job instruction and guidance in the function of internal auditing.
2. Complete audits and other assignments to assess the effectiveness and accuracy of financial records and efficiency of operations. This will include periodic reviews relating to financial, program, and personnel practices to ensure compliance with all applicable policies and procedures.
3. Submit completed audits for Internal Auditor's review and approval.
4. Provide assistance to Internal Auditor in monitoring and recommending revisions to gaming financial policies and procedures, and performing prescribed internal audit procedures to assist external auditors.
5. Learn and keep current of all applicable Tribal, Federal, and State fiscal laws and regulations.
6. Assist the Tribal Auditor when needed.
7. Must adhere to all established rules, regulations, procedures and policies of the Stockbridge-Munsee Community.
8. Must maintain an acceptable departmental attendance record.
9. Must be reliable and prompt when reporting to work.
10. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
11. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
12. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Associate Degree in Accounting; or Business preferred or may qualify with a minimum of 5 years of continuous gaming experience.
2. Excellent oral and written communication skills.
3. Must be able to maintain an objective, unbiased attitude and perform audit duties in a professional manner.
4. Must be able to obtain and maintain coverage under the employer's Employee Dishonesty Policy
5. Must submit to Criminal Investigation Background Check (CIB).
6. Must be able to maintain strict standards of confidentiality in all matters pertaining to audits.
7. Must be knowledgeable in Microsoft Word and Excel applications.
8. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
9. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
10. Must be able to obtain and maintain a Mohican Nation Gaming License.
11. Must abide by departmental and organizational safety, testing, and uniform guidelines.
12. Must be able to meet physical requirements of position.
13. Must be eligible for coverage under the employer's liability insurance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT RESUME & APPLICATION TO: Human Resources

Stockbridge-Munsee Community

N8705 Moh He Con Nuck Road

Bowler, WI 54416

Apply online at: www.mohican.com

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian preference is given in accordance with the tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised: 9/22/11

Tribal Council Approved:7-3-12