



Federated Indians of Graton Rancheria

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928 ▪ 707-566-2288 ▪ www.gratonrancheria.com

Internal Auditor *Position Description*

Department:	Gaming Commission
Pay Range:	\$56,000 - \$87,720
Hours/week:	40
Classification:	Exempt

Reports to:	Director of Internal Audit
Effective Date:	January 26, 2021
Revised Date:	January 4, 2022
Type:	Full-time

MISSION STATEMENT

The Federated Indians of Graton Rancheria exists to exercise its inherent sovereign powers, customs and traditions; to perpetuate its unique native heritage; to preserve and protect the rights and privileges of its Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all citizens; and to foster the value of education.

POSITION PURPOSE

The Internal Auditor is responsible for performing regulatory, financial, operational, and special audits. Assesses compliance with governmental and jurisdictional regulatory requirements, financial accounting and auditing standards, and company policies to ensure company assets are safeguarded. The incumbent maintains control of all records with the highest level of confidentiality.

EXAMPLES OF DUTIES

The following duties are considered essential for this job classification:

- Performs sufficient internal audit procedures, including observations and walk-throughs, document examinations, analytical reviews, reconciliations, and other procedures in order to formulate and express an opinion, render a conclusion, or otherwise meet the objectives of the assignment.
- Prepares work-papers, ensuring that such work-papers contain sufficient, competent, and relevant evidential matter to support the conclusions noted.
- Advises the Director of Internal Audit of findings and/or problems encountered during an audit in a timely manner.
- Ensures audit practices conform to department and professional standards.
- Organize and present meaningfully detailed reports to communicate the results.
- Maintains work areas in an organized and neat manner.
- Performs follow-up as required.
- Reviews audit work documents to assure clarity and well-organized documentation.
- Ensures key controls are tested and all imperative risks are addressed.
- Formulates apt conclusions in the assessment of internal controls and procedures adequacy on basis of knowledge of operations and audit work performance.
- Maintains, organizes and tracks a sizable volume of administrative files, ensuring compliance with all confidentiality and privacy rules and regulations
- Performs other duties, as assigned.

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QUALIFICATIONS

KNOWLEDGE OF: Native American values and culture; proficient and knowledgeable of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files; proficiency in interview and investigative techniques; basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment; use/storage/maintenance of multiple usernames and passwords; computer-related problem-solving skills through the use of available trainings and help desk; exceptional accounting skills.

ABILITY TO: Adhere to professional and Tribal Conduct and Ethics Statute and to FIGR employment policies; Respect and adhere to strict rules of confidentiality, and work collaboratively with staff, supervisors, and volunteers, meticulous attention to detail, exercise sound judgment, read, understand and follow complex rules, regulations, policies, procedures and directives, multi-task and have excellent planning and organizational skills, results-oriented, contemporary interview and investigative techniques, identify and resolve problems in a timely manner, develop alternative solutions, and demonstrate accuracy and thoroughness, gathering and analyzing information to identify discrepancies, excellent verbal and written communication skills, successfully identify and apply laws, standards, and regulations pertaining to compliance at Graton Resort and Casino, be self-directed and accountable for the individual workload, monitor and gather information and track important deadlines, attention to detail and accuracy and ability to proofread, provide a record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers, perform other duties, as assigned

Understand and apply applicable federal and Tribal laws, regulations, policies, procedures, and program standards; provide leadership in strengthening internal communication with staff at all levels throughout the organization and creating a positive and supportive work environment; maintain confidentiality and exercise good judgement and discretion, particularly with regard to sensitive or confidential personnel or organizational matters; develop and complete reports in a timely manner; demonstrates highest personal ethical standards; supervise and manage department staff, including annual reviews, scheduling, and work assignments; provide cultural awareness and sensitivity of Native American values and cultures.

License: Must possess a valid driver's license and be insurable under the Tribe's policy.

EXPERIENCE AND EDUCATION

Experience:

Work experience in an auditor's or accounting role in a Tribal Gaming Regulatory Authority or comparable agency required.

Minimum of three (3) years of public accounting, internal audit, accounting, tax, banking, AML experience including related intern experience is preferred.

Must be 21 years of age.

Education: Four-year degree in accounting, business or information technology from an Association to Advance Collegiate Schools of Business ("AACSB") accredited college or university or possess any other four-year degree and/or have five years audit/accounting experience.

WORKING CONDITIONS

Environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, and hear. There may be prolonged periods of sitting, keyboarding,

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reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with FIGR Citizens and officials, employees, vendors, and staff. There are mandated deadlines associated with this position, which requires the Internal Auditor be self-reliant to track and proofread their workload and ensure it is submitted before the deadlines. The employee must also multi-task and interact with a wider variety of people on various topics and, at times, complicated topics and extremely confidential information.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

Aside from employment preference as provided in this section, the Federated Indians of Graton Rancheria does not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

In performance of their respective tasks and duties, all employees of the Federated Indians of Graton Rancheria ("FIGR") are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Interact in an honest, trustworthy, and respectful manner with FIGR Citizens and officials, other employees, visitors, and vendors.
- Comply with the Tribe's policies and procedures.
- Display respect and understanding of the Tribe's culture, traditions, and values.

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background investigation: *This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.*

Drug and alcohol screening: All applicants must successfully pass a pre-employment drug and alcohol screening prior to beginning employment and will be subject to reasonable-suspicion drug testing.

COVID-19: All applicants must successfully pass a pre-employment Covid-19 test prior to beginning employment. FIGR requires all employees to be fully vaccinated against Covid-19 and its variants; all employees must provide proof of vaccination prior to employment.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

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ACKNOWLEDGMENT

I have reviewed the content of the **Internal Auditor** position description and have been provided a copy of the position description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date
