



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

INTERNAL AUDITOR

Job Description

Department:	Tribal Gaming Commission
Pay Range:	\$88,819 - \$124,347

Reports to:	Director of Internal Audit
Classification:	Full-time/Exempt

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 the Tribe; to establish justice in the conduct of tribal affairs; to work for the social and economic betterment of all the Tribal 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.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- 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.
- Organizes and presents 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
- Perform other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

None

MINIMUM MANDATORY QUALIFICATIONS

- Experience:** A combination of experience and education may be acceptable.
- Three (3) years of accounting, internal audit, tax, banking or Anti-Money Laundering experience.
- Education:**
- Bachelor's degree in accounting, business or computer information systems.

- License/Certification:**
- Must possess a valid driver's license and be insurable under the Tribe's policy.
 - Must be 21 years of age at the time of submitting application

SKILLS, ABILITIES, AND OTHER QUALIFICATIONS

- Ability to work independently within established policies, procedures, and schedules.
- Ability to understand and apply federal and Tribal laws, standards and regulations pertaining to compliance.
- Ability to exercise sound judgement and possess problem-solving skills involving variables in standardized situations and the ability to make decisions that are varied, and, in many cases, when there is no precedent to draw upon.
- Ability to monitor, gather and analyze information to identify discrepancies and track important deadlines.
- Ability to maintain strict confidentiality and exercise discretion, particularly regarding sensitive or confidential personnel or organizational matters.
- Ability to work efficiently and effectively when in high-pressure situations and under deadlines.
- Ability to master and effectively use the database and software systems used at FIGR.
- Ability to develop and complete reports in a timely manner.
- Ability to adhere to the highest level of professional ethical standards.
- Demonstrate advanced analytical, organizational, and problem-solving skills.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate accuracy and thoroughness, with the ability to monitor own work to ensure quality.
- Demonstrate a record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Demonstrate strong cultural sensitivity and ability to work effectively within a Native American tribal government environment.
- Knowledge and experience with Microsoft Office Suite, including Microsoft Word, Excel, PowerPoint, etc.
- Knowledge of interview and investigative techniques.
- Successful clearance of all pre-employment testing, background, and credit checks.
- Ability to perform other duties as assigned.

WORK ENVIRONMENT

Work 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. Early morning, evening, and/or weekend work may be required. Limited overnight travel may be required from time to time.

TRIBAL AND INDIAN PREFERENCE

The Federated Indians of Graton Rancheria is a federally recognized Indian Tribe, and, pursuant to its Indian Preference Statute, gives preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) 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 on the basis of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability, or political affiliation.

OTHER

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 is subject to a criminal history background check, a suitability background check, and may be subject to a Fair Credit Reporting Act (FCRA) check. In addition, this position is subject to a background check to ensure compliance with Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

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 and alcohol testing.

DISCLAIMER: THE INFORMATION IN THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES HIRED FOR THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED, AS A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

ACKNOWLEDGEMENT

I have reviewed the content of the **Internal Auditor** job description and have been provided with a copy of the job description. I certify that I can 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:

Printed name

Signature

Date