



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Gaming Internal Auditor		<b>JOB CODE:</b> GAMI
<b>GOVERNMENT</b>		<b>EEO:</b> 2
<b>NON-EXEMPT</b>	<b>FLEX</b>	<b>PAY GRADE:</b> 14
<b>FUNDING SOURCE:</b> NPD		<b>HO-CHUNK PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Gaming Internal Auditors perform all annual compliance audits for the gaming facilities and conduct investigations as directed by the Internal Audit Manager and the Ho-Chunk Nation Gaming Commission. The Gaming Internal Auditors will also review financial reports, and review Incident Reports, Observation Reports, Revenue Audit Findings and Gaming Machine Software Revocations and tracks as necessary. The Gaming Internal Auditor is responsible to submit written reports for all audits and investigations conducted.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Compliance with the audit plan.
2. Practice daily audit time management: Planning, field-work, closing.
3. Checks the accuracy and reliability of accounting data and monitors adherence to prescribed policies.
4. Performs written reports on the results of audits, including exceptions from and recommendations for corrective action.
5. Review daily revenue reports and financial statements.
6. Monitor Operations for regulatory compliance with all applicable Federal, State, and Tribal laws and regulations.
7. Performs continuous and annual risk assessment.
8. Identify/report fraud and theft of the Ho-Chunk Nation assets to the Internal Audit Manager.
9. Assist with developing and implementing Internal Audit strategies, policies, and procedures.
10. Periodically make recommendations to improve internal controls and governance processes.
11. Perform other duties as assigned by supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Reports compliance with policy, regulation and laws
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with officials, executives, Commission and customers
Freedom to Act	Operates with significant independence



## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

1. Minimum of two (2) years of higher education in financial or business related field; or
2. Must have at least four (4) years of experience specific to the Tribal gaming industry.

### **ESSENTIAL:**

1. All employees will be subject to the criminal and civil background investigation and must exceed the requirements of suitability for employment as mandated by the Ho-Chunk Nation's Gaming Ordinance and the Indian Gaming Regulatory Act.
2. Must be willing to attend all applicable training offered.
3. Candidate for certification to become a Certified Internal Auditor preferred.
4. **MUST BE BONDABLE.**
5. Must be able to obtain and maintain a Class II and Class III gaming license.
6. Valid driver's license, dependable transportation and proper insurance.

### **EXPERIENCE:**

1. Four (4) years' experience in Tribal Gaming.

## **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge and experience in casino gaming operations.
2. Knowledge of Generally Accepted Accounting Principles.
3. Knowledge and willingness to learn about Indian Gaming Laws.
4. Knowledge about or ability to work with computers.
5. Ability to maintain confidentiality and a professional demeanor.
6. Ability to work cooperatively in a team environment and independently, as needed.

## **WORK PLACE RESPONSIBILITY**

1. Shall adhere to the Institute of Internal Auditors Code of Ethics and Statement of Responsibilities of Internal Auditing.
2. Maintains a safe and healthy work place environment.

## **WORKING CONDITIONS**

1. Office setting environment.
2. Must be able to work in a high stress environment.
3. Occasional travel may be required to fulfill effectively above job description functions.
4. Occasional evenings, weekends and/or holidays may be required to fulfill effectively above job description functions.

\*KEY POSITION\*