



Ho-Chunk Nation

Job Description



TITLE: Lead Gaming Internal Auditor		JOB CODE: LDGA
Government - Employee		EEO: 2
Non-Exempt		PAY GRADE: 16
Flex	FUNDING SOURCE: NPD	HO-CHUNK PREFERENCE

"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 Lead 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 Lead Gaming Internal Auditors will also review financial reports, and review Incident Reports, Observation Reports, Revenue Audit Findings and Gaming Machine Software Revocations and track as necessary. The Lead Gaming Internal Auditor is responsible to submit written reports for all audits and investigations conducted. In addition the Leading Gaming Internal Auditor will assist the Internal Audit Manager with maintaining Pryme (computerized paperless audit software), and completing the duties of the Internal Audit Manager, if said manager becomes incapacitated for an extended period of time.

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 as the System Administrator for the Pryme software, auditing program.
12. Assist the Internal Audit Manager with the Master Audit schedule.
13. Assist the Internal Audit Manager with ensuring all original and follow-up audits are completed within the fiscal year.
14. Function as the Internal Audit Manager, if necessary (assign and review audits, and submit reports to the Gaming Commission Administrator.)
15. 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
Employee Accountability	Operates with significant independence

MINIMUM QUALIFICATIONS

EDUCATION:

1. Minimum of two (2) years of higher education in financial or business-related field; or
2. Have at least six (6) years of experience specific to the Tribal gaming industry with a minimum of two (2) years of Tribal gaming auditing.

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 complete the Pryme Systems Administrator certification within one (1) year.
3. **MUST BE BONDABLE.**
4. Must be able to obtain and maintain a Class II and Class III gaming license.
5. Valid driver's license, dependable transportation and proper insurance.

EXPERIENCE:

1. Six (6) years' experience in Tribal Gaming.
2. Minimum of two (2) years' experience in Tribal Gaming auditing.
3. Must have knowledge of the Ho-Chunk Nation Amended and Restated Gaming Ordinance, Ho-Chunk Nation Class II and Class III Internal Controls, NIGC MICS, Ho-Chunk Nation and State of Wisconsin Gaming Compact.
4. Knowledge of IIA Code of Ethics.

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. Ability to work with computers with knowledge of Microsoft office suite.
5. Excellent written and verbal communications skills.
6. Must have strong analytical and problem solving skills.
7. Ability to maintain confidentiality and a professional demeanor.
8. 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 effectively fulfill above job description functions.
4. Occasional evenings, weekends and/or holidays may be required to effectively fulfill above job description functions.