



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: Audit Director
Department: Mescalero Apache Tribal Gaming Commission
Employment Status: Exempt **Grade:** E5 **Annual Salary:** DOE
Open date: 8/21/2023 **Closing date:** Open until filled

Job Summary

Protects the assets of the Mescalero Apache Tribe by conducting and overseeing audits to assess effectiveness of controls, accuracy of financial records, compliance with internal controls, policies, procedures, rules and regulations and efficiency of operations. Recommends improvements in internal control structure. Guides and coordinates the activities of the Audit Department.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be assigned to this position.

Duties and Responsibilities

- Ensures compliance with all audit-related requirements of the Mescalero Apache Tribal Gaming Ordinance, Tribal internal control standards, National Indian Gaming Commission minimum internal control standards (MICS), State of New Mexico Gaming Compact requirements, and other applicable regulations.
- Assists in conducting and supervising ongoing audits, identifying critical control issues, and recommending corrective actions.
- Oversees and assists in planning the scope of each audit project as well as the nature, timing and extent of audit work that will be performed.
- Supervises the work of audit staff in the performance of their duties.
- Supervises and coaches audit staff, ensuring assignments are adequately planned and performed in accordance with audit standards.
- Provides critical review and edits to staff draft audit reports (and other correspondences) to ensure clarity, conciseness, and comprehensibility.
- Reviews and reports to the MATGC Executive Director the status of outstanding audit findings from internal and external audits and regulatory compliance examinations.
- Interacts and provide information to external auditors, NIGC and State inspectors that perform financial and field audits of the Gaming Facility in order to be knowledgeable about the findings and action plan.
- Performs a review of the Gaming Operation Internal Control Policies and Procedures for administrative, fiscal and operational functions as established and approved by the Gaming Commission, assessing any weakness or potential problems and establishing corrective action plans when necessary.
- Perform a review of promotions with disposal or distribution (issuance and tracking) of prizes from the gaming operation for scrutiny of promotion rules, accounting compliance, vendor approvals and proper record keeping.
- Provides monthly reports to the Executive Director, Board of Commissioners, Tribal President and Tribal Council on all aspects and findings of the gaming operation.

Minimum Qualifications

- Must be 21 years of age and possess a valid NM Driver's license.
- Bachelor's Degree in Accounting, Finance, Business Administration or related field; or any combination of education and work experience which provides the knowledge, skills and abilities to perform the functions of the position.
- Five years of fiscal, administrative, or audit experience and related management experience.
- Computer and office software skills required.
- Must pass a pre-employment drug/alcohol screen.
- Must pass Criminal Justice Information Services (CJIS) Security Awareness training annually.
- Must pass a background investigation and possess, or be able to attain, a Class III Gaming License that is current and in good standing.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Ability to understand all Class II and Class III games.
- Ability to communicate efficiently and effectively both verbally and written.
- Must learn, understand, and apply provisions of the Tribal Gaming Ordinance, Regulations, National Indian Gaming Commission minimum internal controls, Operation Policies and Procedures of the Gaming facility and the management concepts of gaming.
- Knowledge of other departments in the organization to understand procedures used.
- Knowledge of accounting, finance, business administration or operations management.
- Ability to analyze information and write clear and concise reports relevant to the requirements of this position.
- Must possess excellent interpersonal skills and exercise discretionary judgment in decision making while under pressure.
- Must possess independent decision making with minimum supervision.
- Must coordinate, organize, and prioritize activities.
- Ability to calculate figures and amounts such as percentages, averages and returns.
- Knowledge of computerized information systems.
- Ability to effectively present information and respond to questions from managers, employees, customers, and the general public.
- Ability to write reports, business correspondence, and procedures.
- Ability to read, analyze, and interpret gaming notifications, technical procedures and policies, governmental regulations and documents.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to solve practical problems.
- Ability to carry out instructions furnished in verbal or written format.

Physical Demands

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

Work is generally performed in an secured office setting with a moderate noise level.