



# MESCALERO APACHE TRIBE

## JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Auditor</b>	
<b>Department:</b>	<b>Mescalero Apache Tribal Gaming Commission</b>	
<b>Employment Status:</b>	<b>Exempt</b>	<b>Grade: E2</b>
<b>Open date:</b>	<b>6/17/2021</b>	<b>Open until filled</b>

### Job Summary

Conducts audits for Gaming Commission to assess effectiveness of controls, accuracy of financial records, compliance with internal controls, policies, procedures, rules and regulations and efficiency of operations by performing the following duties.

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

### Duties and Responsibilities

- Audits records of departments, interviews employees, to ensure proper recording of transactions and compliance with applicable laws, regulations, internal controls, policies and procedures.
- Examines department activities for compliance with internal controls, policies and procedures.
- Analyzes data obtained for evidence of deficiencies in controls, duplication of effort, fraud, or lack of compliance with laws, government regulations, and management policies or procedures.
- Prepares and submits audit and audit findings and makes recommendations to management, and the Gaming Commission.
- Audits casino business records to determine compliance with federal and state tax laws.
- Supports external auditors by coordinating information requirements.
- Maintains a variety of files and records of information.
- Gather, organize, and prepare information for routine reports.
- Researches information, compiles statistics, and gathers and computes various data; prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from a variety of sources.
- Perform other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED.
- Associate's Degree preferred.
- One to two years of related gaming experience and/or training or equivalent combination of education and experience.
- Must be 21 years of age.
- Computer and office software skills required.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Must successfully pass an office computer skills test and Criminal Justice Information Services (CJIS) Security Awareness training.

- Must 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**

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic mathematics.
- 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.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to communicate effectively both verbally and in writing.
- 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 office setting with a moderate noise level.