



## MESCALERO APACHE TRIBE

### JOB ANNOUNCEMENT

Position Title:	Gaming Auditor 1	
Department:	Mescalero Apache Tribal Gaming Commission	
Employment Status:	Exempt	Grade: E2/\$21.09- \$31.65
Open date:	June 30, 2025	Closing date: July 11, 2025

#### **Job Summary**

Conducts investigations and 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 of the Cage/Main Bank, Sports Book, Marketing and Table/Card Games Departments. Protects the assets of the Mescalero Apache Tribe and the safety of the public and employees.

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

#### **Duties and Responsibilities**

- Protects the assets of the Tribe and Gaming Enterprise and works to ensure the safety and wellbeing of the employees and the public.
- Audits records and interviews employees to ensure proper recording of transactions and compliance with applicable laws, regulations, internal controls, policies and procedures.
- Prepares and submits audits, audit findings and makes recommendations to Operations Management and the Gaming Commission.
- Analyzes data obtained for evidence of deficiencies in controls, duplications of effort, fraud or lack of compliance with laws, government regulations, and policies and procedures.
- Update and maintain electronic library of multiple records dealing with reconcile sheets, investigations of variances, test software received and returned to manufacturers.
- Have a good understanding of the processes within the Gaming areas with emphasis in the departments mentioned in the job summary above.
- Recommends and assists in implementation of MATGC's goals and objectives.

#### **Minimum Qualifications**

- High School Diploma or GED.
- Associate's Degree preferred.
- One to two years of related gaming experience preferred that includes knowledge of the processes of the Gaming Departments in the job summary above 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 the Criminal Justice Information Services (CJIS) Security Awareness training.
- Must be able to attain a Class III Gaming License.

***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.