

PALA BAND OF MISSION INDIANS

Human Resources PMB#50 35008 Pala Temecula Rd PALA, CA 92059

JOB DESCRIPTION

Title: Internal Audit Manager
Department: Gaming Commission
Status: Regular Full-Time, \$86,000/Year DOE
Supervisor: Commissioners / Executive Director

We are an Indian Gaming Commission located in Northern San Diego County seeking an Internal Audit Manager.

SUMMARY:

Reporting to the Commissioners/Executive Director, the Internal Audit Manager is responsible for ensuring the effective planning and execution of compliance, financial, and operational audits and special projects. In addition the Manager will ensure the effectiveness of the Systems of Internal Controls, compliance with NIGC/Tribal MICS, and approved policies and procedures.

JOB FUNCTIONS:

- Manage internal audit activities, including the effective planning and execution of compliance, financial, and operational audits of business operations.
- Performs non-gaming department audits.
- Performs audit work necessary to ensure completion of audits.
- Proactive vs. reactive planning and analysis.
- Provide regulatory interpretations and apply accounting, auditing, and regulatory requirements.
- Ensures compliance with all internal audit-related requirements of the National Indian Gaming Commission,
- Provides timely and accurate completion of assigned audit work
- Lead, manage, or perform special project activities, and provide advisory services to the Commissioners.
- Effectively communicate appropriate business improvement recommendations orally and in writing to the Commissioners.
- Meets with management, regulators, and independent accountants to assure objectives are met.
- Offer input and demonstrate commitment to the long-term advancement of the audit function
- Assist with hiring, training, developing, mentoring and evaluating job performance of internal audit staff.
- Must be able to solve problems, and possess strong technical and organizational skills.
- Must be proficient in word processing and spreadsheet products.
- Able to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Able to maintain confidentiality.
- Able to be persuasive and tactful in controversial situations.

- Able to analyze information, problems, situations, practices or procedures to: define the problem or objective, identify relevant concerns or factors, identify patterns, tendencies and relationships, formulate logical and objective conclusions, recognize alternatives and their implications.
- Able to manage multi-faceted projects to a successful conclusion.
- Able to multi-task.
- Prepares audit reports in good form, with recommendations, appraisals, or analyses that will assist the Commissioners with the proper discharge of their responsibilities.
- Other duties as may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Must be able to successfully pass a pre-employment drug/alcohol screen, background investigation, and obtain and maintain a gaming license
- Excellent leadership, time management, interpersonal, oral and written communication skills
- Ability to influence and motivate others
- Excellent knowledge of casino accounting and auditing principles/standards, regulatory requirements, computer systems, and PC applications.
- Indian preference will apply. The Pala Band of Mission Indians will give hiring preference to fully qualified applicants that are Pala Tribal Members. Pala Band of Mission Indians is an equal opportunity employer.

EDUCATION and/or EXPERIENCE:

- Four-year degree in accounting or related discipline from an accredited college or university, or four-year degree with sufficient courses in accounting and auditing required.
- At least four years of internal audit, public accounting or related business experience in the Gaming Industry.
- Minimum of two years of managerial or supervisory experience.
- Must be a CPA or CIA.

OTHER REQUIREMENTS:

All employees are expected to follow the Tribal Personnel Policies and Procedures of the Pala Band of Mission Indians and must adhere to any additional applicable addendums.

HOW TO APPLY

PLEASE SUBMIT A RESUME AND APPLICATION TO:

Pala Band of Mission Indians
 Human Resources Department – Attn: Lisa Rios
 PMB#50, 35008 Pala Temecula Road
 Pala, CA 92059
 Email: hr@palatribe.com or lrios@palatribe.com

CLOSING DATE: OPEN UNTIL FILLED

Posted: 1-13-12