



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-2961

POSITION DESCRIPTION

Position: Compliance Auditor-TGO (AZ)

Salary: \$20.79 - \$31.18 Non-Exempt

Opening: Monday, June 17, 2024

Closing: Monday, July 1, 2024

BASIC FUNCTION:

This position reports to the Executive Director and is responsible for the design, development, implementation, execution and reporting of administrative, fiscal gaming, operational audit systems and programs of the Gaming Operations to ensure that Tribal assets are protected and risk accessed throughout course of duties.

The above duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position.

DUTIES & RESPONSIBILITIES:

- Monitors and enforces the Gaming Code of the Quechan Indian Tribe, Arizona Tribal/State Gaming Compact and National Indian Gaming Regulations.
- Prepare and submit an annual internal audit plan for approval by the Gaming Commission.
- Perform audit notifications to department directors and perform in person review to review and disclose finding with appropriate Casino Management.
- Perform NIGC and ADG Compliance Audit and Follow-up.
- Assist in the conduct of all aspects of the position within applicable rules and regulations of the Gaming Code of the Quechan Indian Tribe and Arizona Tribal/State Gaming Compact while maintaining strict confidentiality.
- Conducts periodic inspections of the financial records of the Gaming facility to verify the accuracy and reliability of the information and that the facility is in compliance with the Gaming Ordinance and Compacts.
- Conduct a random sampling on the vendors conducting business with Paradise Casino to assure that all vendors are properly licensed by the Arizona Department of Gaming and the Tribal Gaming Commission.
- Develops and implement procedural guidelines for the conduct of an audit system and performs physical inspections to ensure the integrity of the financial information and the operational efficiency of the facility. Assures the standard for variance, theoretical and hold percentages are maintained.
- 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.

- Conducts periodic audits of the gaming devices to check for consistency and reasonableness, ie, point play, bonusing etc., with review of computerized player tracking system, authorized documentation for all manual point additions / deletion, exception reports including transfers between accounts, inactive and closed accounts.
- Perform a review of promotions with disposal or distribution (issuance and tracking) of prizes from all major gaming area of the gaming operation for scrutiny of promotion rules, accounting compliance, vendor approvals and proper record keeping.
- Perform review of the Gaming Operation Internal Control Policies and Procedures for administrative, gaming, and operational functions as established and approved by the Tribal Gaming Commission
- Perform review of exception reports for all computerized cage systems of transactions and unusual occurrences and compliance of Title 31 entries.
- Perform review of Surveillance phone, visitor and repair logs, bar pass down and spill logs;
- Perform quarterly unannounced currency counter interface test.
- Perform review of computerized key security system: add, delete and changes users' access, reports of users' access relative to job duties and computerized key security system reports for sensitive areas.
- Perform a review and verification of controlled key inventory: made, issued, destroyed.
- Perform review of authorized personnel system software and application program access / permissions.
- Prepares and maintains acceptable documentation of information collected and analyzed using a format such as financial audit working papers.
- Interacts with independent public auditors that perform financial audits of the Gaming Facility in order to be knowledgeable about the findings and action plan.
- Makes recommendations to correct problems or conditions that would violate the Gaming Compact or Tribal Gaming Code.
- Provides weekly reports to the Executive Director covering activities and findings.
- Provides monthly reports to the Gaming Commission and/or Tribal Council on all financial aspects and findings of the gaming operation.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of all forms of Gaming regulated by the Tribal Gaming Office.
- Knowledge and ability to read, analyze, and interpret the Tribal/State Compact, Gaming Code of the Quechan Indian Tribe, National Indian Gaming Regulations and Gaming Operation Policies and Procedures.
- Knowledge of all departments of the gaming operation, to understand procedures and controls used and recommend changes when necessary.
- Knowledge and ability to read financial documents.
- Ability to professionally respond to questions from Executive Director, Chief Inspector and Commissioners, managers, patrons, employees and the public.
- Ability to coordinate, organize files work product for quick retrieval of information and prioritize all aspects of this position.
- Ability to perform independent decision making with minimum supervision.

- Ability to handle multiple tasks, meet deadlines, and carry out verbal or written instructions
- Ability to write reports, clear and concise memoranda, directives, business correspondence and procedure manual.
- Ability to communicate effectively in the English language both verbally and in writing.
- 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.
- Ability to maintain confidentiality.

PERFORMANCE EXPECTATIONS ARE STANDARD FOR ALL POSITION DESCRIPTIONS

In performance of their respective tasks and duties all employees of Quechan Indian Tribe are expected to conform to the following:

- Display respect and understanding of Quechan Indian Tribe traditions and values.
- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Quechan Tribe and comply with Quechan Indian Tribe policies and procedures.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities, educational and training programs.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- Must be able to walk and stand for extended periods of time and must be able to carry, push, pull or move tools used in the course of duties
- Tolerate cigarette smoke, large crowds and a moderate noise level to excessively noisy at times.
- Extended hours and irregular shifts may be required.

QUALIFICATIONS

- Must be 21 years or older.
- 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.
- Three years experience performing fiscal, administrative or operational analysis and audits and two years of work experience involving statistical sampling and drawing inferences.
- 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, Arizona

State Gaming Compact, National Indian Gaming 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.
- Skilled in applying auditing questioning techniques in working with checklist.
- 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 while maintaining confidentiality.
- Must possess basic typing skills, basic filing skills, proficient in basic PC skills, i.e. Microsoft Word, Excel, Outlook, Database Software and the ability to write reports and business correspondence.
- Must be motivated, a self-starting team player and be able to pay attention to detail in all work assigned and completed.
- Must successfully complete Criminal Justice Information Security (CJIS) Awareness Training and attain Certification prior to accessing and annually thereafter, for all personnel who have access to CJI.
- Must complete the Tribal Gaming Office Criminal Justice Information System (CJIS) Training upon initial assignment and as policy requires.
- Must maintain all CJIS certification appropriate to level of clearance.
- Must complete a fingerprint submission as a key employee of the gaming enterprise.
- Must be able to read, write, speak, and understand English, and communicate effectively with others.
- Must be able to successfully pass a pre-employment drug/alcohol screen, random drug and controlled substance abuse tests, background investigation and obtain and maintain a gaming license in Arizona, which is paid by the applicant upon offer of employment.
- Must maintain positive communication with co-workers and maintain a positive and professional work environment.
- Must dress appropriately for a professional office.
- Must sign a confidentiality agreement and adhere to a code of ethics to that confidential and sensitive information of the Tribal Gaming Office remains confidential.
- Must possess a valid driver's license and be insurable by the Tribe.
- Must also have dependable transportation.
- Must possess reliable attendance.
- Maintain professional appearance, conduct, and impartiality in the performance of duties.
- Physical and emotional control adequate to meet the demands of assigned duties.
- Must be flexible with work schedule.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 279

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.