



Colville Tribal Gaming Commission

P.O. Box 1647 • 729 Jackson Street • Omak, Washington 98841

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POSITION: Audit Analyst I
SALARY: DOE; starting at \$20.62 per hour
REPORTS TO: Internal Audit Manager
LOCATION: Omak, Washington

BASIC FUNCTIONS: Non-exempt. Under the direction of the Internal Audit Manager, performs a variety of performance and compliance audits in a timely, independent, and objective manner and with professional standards and processes; assists the Internal Audit (IA) Manager by bringing a systematic approach to evaluation and improving risk management; audit functional areas include, but are not limited to financial, compliance, performance, and information systems.

Audit Analyst I is an entry-level classification and assists the Internal Audit Manager in the routine audits of the gaming operation, independent of the operation and all departments subject to audit. These services typically include but are not limited to, assisting with regular audits of all major gaming areas and other revenue centers in accordance with applicable tribal, state, and federal gaming laws, policies, regulations, standards of internal control, and other governing documents.

In this role, the incumbent often assists upper-level auditors in reviewing documents, performing checklists, or preparing initial reports that the internal audit manager checks for accuracy. Critical thinking, problem-solving, and attention to detail are essential to succeed in this role. Incumbents in this class perform routine work while learning departmental procedures. This position will work closely with the Internal Audit Manager. The incumbent in this position may advance to level II after successfully gaining experience and demonstrating proficiency to meet the qualifications of the next level; usually, a minimum of 12-24 months as an Audit Analyst I must be working experience with the Colville Tribe's Internal Audit program.

Advancement from Audit Analyst I to Audit Analyst II requires a minimum of 36 months of experience as an Audit Analyst I and the demonstrated ability to perform all the position functions.

Essential Duties and Responsibilities

- Assists upper-level auditors with routine audits (e.g., ad hoc, monthly, quarterly, semi-annually, annually, etc.) of all significant gaming areas and other revenue centers, including the accuracy of financial statements and subsidiary schedules produced and adherence to applicable tribal, state, and federal gaming laws, policies, regulations, standards of internal control, and other governing documents.
- Assists upper-level auditors with coordinating and scheduling the audit activities with the gaming operations staff.
- Assists with maintenance of checklists, programs, and reports to document audit work performed and follow-up actions taken.
- Provides support to the Internal Audit Manager, who shall review and approve all audit work prior to the Internal Audit Manager's issuance to necessary departments.
- Works with the Internal Audit Manager when the need arises for clarification of tribal, state, and federal gaming laws, policies, regulations, standards of internal control, etc. for gaming employees, supervisors, and managers.
- May assist with routine and ad hoc reports to summarize audit activities and convey audit findings in collaboration with the Internal Audit Manager.
- May assist the Internal Audit Manager with follow-up with the gaming operation on all instances of non-compliance, ensuring that management has taken the appropriate corrective action to resolve violations and prevent them from occurring in the future.

- Assists the Internal Audit Manager with the records maintenance system with a five-year retention period that documents material exceptions identified through internal audit work, the investigative steps taken, and management's corrective actions.
- Performs other duties as required to accomplish the objectives of the position.

MINIMUM QUALIFICATIONS

Education and Experience:

- Associate's degree in accounting or finance preferred, but closely allied business fields (e.g., business administration, business management, or economics) will be considered; **AND**
- At least 24 months of prior work experience in a casino accounting or Tribal Gaming Regulatory Agency performing auditing or compliance work with the National Indian Gaming Commission Minimum Internal Control Standards; **OR**
- At least 24 months of experience performing other related audit or compliance work; **OR**
- At least 24 months of experience materially participating in the financial statement development process, including significant work with the general ledger, subsidiary schedules, income statement, balance sheet, cash flow statement, and account/bank reconciliations.

Knowledge, Skills, and Abilities:

- Basic knowledge and application of generally accepted accounting principles (GAAP), bulletins, and other guidelines established by the Financial Accounting Standards Board (FASB) and other accounting authorities/organizations.
- Basic knowledge of financial statements, including balance sheets, cash flow statements, general ledgers, income statements, subsidiary schedules, etc.
- Basic knowledge of bank and other account reconciliations.
- Knowledge of Internal Audit standards is highly preferred.
- Skilled in using personal computers and associated software, including Word, Excel, and PowerPoint.
- Skilled in using automated accounting software, with the ability to generate reports and research transactions.
- Must possess excellent organizational, communication, and interpersonal relations skills.
- Requires sufficient human relations skills and patience when working cooperatively and productively with diverse groups, communicating with others internally and externally, and conveying complex technical concepts
- Ability to relate well to people from varied backgrounds and various situations.
- Ability to maintain effective working relationships with superiors, public officials, management personnel, subordinate staff, the general public, and other internal/external staff, programs/departments, and agencies.
- Ability to work independently and as a member of a team.
- Ability to read and comprehend simple and complex instructions, correspondence, and memos.
- Ability to write reports and business correspondence via email.
- Ability to read, analyze, interpret, and apply applicable regulations, rules, policies, and procedures.
- Ability to clearly and effectively communicate financial and non-financial information to various audiences.
- Ability to maintain STRICT confidentiality.
- Manual finger dexterity as required to perform daily job duties.
- Ability to independently move files and archival boxes when performing audit functions.
- Ability to sit for extended periods of time.
- Ability to work variable hours, including days, evenings, weekends, and holidays.
- Ability to adhere to a healthy, drug-free lifestyle to maintain compliance with Colville Tribal and Commission policies and requirements.
- Ability to attend training as needed and routinely travel to the various casino facilities.

TRIBAL MEMBER AND INDIAN PREFERENCE WILL APPLY;

PREFERENCE WILL ALSO BE GIVEN TO HONORABLY DISCHARGED VETERANS WHO ARE EQUALLY QUALIFIED WITHIN EACH INDIAN PREFERENCE CODE

CLOSING DATE: **Friday, May 10, 2024.**

APPLY ONLINE: <https://www.colvilletribes.com/human-resources>

SUBMIT GAMING LICENSE APPLICATION: Colville Tribal Gaming Commission, 729 Jackson Street, PO Box 1647, Omak, WA 98841

For more information or a copy of the job description, contact the Colville Tribal Gaming Commission at (509) 422-7716 or email dannise.davisson@colvilletribes.com.