



Employee Job Description		
Position Title: Gaming Internal Auditor		
Position ID #		
Facility: Gaming Commission/Turtle Lake		
Job Family: Gaming Commission	Comp Grade: O-1 \$21.79	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Job Purpose and Scope:

Under the general guidance of the St Croix Chippewa Indians Gaming Commission. The internal auditor conducts independent appraisal functions to examine and evaluate the tribes gaming activities under the direction of the Gaming Commission. The internal auditor will provide the completed audit programs with proper support documentation (working papers, interviews, analysis, recommendations) to the Gaming Commission for further approval. The internal audit group provides objective and professional evaluations of gaming operations and ensures that all employees follow policies/procedures.

Functions and Duties:

Responsible for all Internal Auditing activities.

The Internal Auditor shall perform audits of all major areas of the gaming operation, as directed by the Gaming Commission.

Internal auditors shall follow the guidelines set by the Policies/Procedures established within the Internal Audit Department to include:

- Detailed tests of gaming transactions

- Prepares detailed audit work papers supporting audit findings

- Reviews compliance with St. Croix Chippewa/NIGC Minimum Internal Controls, State of Wisconsin Compact, Bank Secrecy Regulations and departmental policies/procedures.

- Prepares detailed audit reports

- Presents audit findings to Gaming Commission

- Conducts investigations as directed by Gaming Commission.

The audit reports shall provide recommendations, if applicable; in policies and procedures to increase efficiency of operations and safeguarding casino assets while maintaining compliance of all St Croix Chippewa/NIGC MICS.

Must be flexible and willing to work various shifts to complete Audit programs efficiently.

Conducts follow-up examinations to determine corrective action.

Conducts observations over control procedures.

Typing of various audit programs to include continual updates of permanent working files

Answer telephones.

Organize files for ongoing audits

Generate memos, letters, requests

Qualifications:

Individual should possess an understanding of accounting principles/techniques, either through education or job experience. Position requires an understanding of the gaming industry, internal controls, and auditing practices. Must have computer skills. Must be used to working under extremely stressful conditions. This individual must maintain a high level of honesty and confidentiality.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: N/A

Directly Reporting to: Chairman of Gaming Commission

Matrix of INDIRECT Reporting: St. Croix Tribal Council

General Standards:

Internal auditors should be separated from all activities subject to audit. To promote such independence the following shall apply:

- ◆ Internal auditors have no authority or responsibilities for the activities they audit.
- ◆ Internal auditors report directly to the Gaming Commission.
- ◆ Internal auditors render impartial and unbiased judgement.
- ◆ Internal auditors must be allowed to perform their work free from interference.

Professional Proficiency/Competence

Internal auditors should possess the necessary knowledge, skills, and disciplines to conduct the audit properly. Internal auditors shall use reasonable audit skill and judgement in performing audits.

Minimum skills required include:

- ◆ Proficiency in accounting principles/techniques
- ◆ Understanding of management principles
- ◆ Understanding of compact/St. Croix Chippewa/NIGC minimum internal control issues

Physical Demands/Environment Factors

Must be able to sit and stand for long periods of time.

Lift up to 25 lbs. occasionally

Use a step ladder.

Able to travel to all 3 St. Croix Casino properties

Eligible for drivers list

Requires significant use of personal computer, phone and general office equipment

Minimum Qualifications

Proficiency level typically gained through a combination of high school diploma

Requires basic to intermediate level computer skills and ability to access information in a meaningful ways

Requires effective presentation, verbal and written communication skills

Needs commitment to timelines and attention to detail for accurate audit reports and backup documentation

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
-------	-----------------------	--------------------	------

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.