

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2022-84**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Gaming Internal Auditor
OPENING DATE: November 14, 2022
CLOSING DATE: November 22, 2022
DEPARTMENT: Tribal Gaming Regulatory Authority
SALARY RANGE: E13; \$40,858 - \$61,288

Position Summary:

Under general supervision of the Audit Manager, conducts internal audits and inspections to ensure the Pueblo of Laguna's gaming enterprises operate in accordance with Tribal, State, and Federal gaming and casino operations guidelines. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Performs periodic inspections and annual internal audits, with or without notice, of all gaming departments within the Pueblo's gaming facilities.
- Develops reports based on inspection findings and internal audits with recommendations for corrective action plan and submits to Audit Manager for review and feedback.
- Develops and ensures implementation of final corrective action plans which include management responses/recommendations.
- Follows up on implementation of corrective action plans to assess effectiveness in correcting problem(s).
- Conducts quarterly gaming electronic media audits on gaming machines.
- Reviews TGRA internal controls to assess weakness and to identify potential problems. Offers recommendations for amendment of such internal controls.
- Reviews policies and procedures submitted by gaming enterprise; offers recommendations for amendments to ensure effectiveness.
- Reviews incident reports and conducts gaming dispute investigations as required.
- Prepares reports of finding from investigated gaming disputes or incidents.
- Develops and retains procedural checklists for conduct of audit systems and physical inspections to ensure integrity of information.
- Maintains required documentation and ensures compliance of record-keeping with policies, procedures, and regulations.
- Assists Floor Compliance Staff and/or Gaming Enterprise employees by providing information, guidance, and clarification on current/established gaming operations policies, procedures, and regulations.
- Assumes compliance duties when required.
- Maintains professional and technical knowledge by attending relevant training and workshops; establishes networks with like programs and agencies.
- Prepares in-house training presentations on gaming laws, regulations, and/or Tribal internal controls.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High school diploma or GED required. Five (5) years of work experience in a gaming area within a tribally regulated casino required. Associates degree in Business Administration, or related field preferred. Three (3) years of experience in tribal gaming regulatory compliance monitoring of class II or Class III gaming areas, preferred. A combination of relevant education and related work experience may be considered.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Gaming Internal Auditor is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other – Must Obtain TGRA Gaming License	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of federal National Indian Gaming Commission Minimum Internal Control Standards, State of New Mexico Tribal/State Compacts and tribal gaming laws, tribal regulations, and tribal internal control standards.
- Knowledge of gaming facility internal audit processes and procedures.
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of records management in gaming setting.,
- Knowledge of basic accounting procedures.
- Ability to learn, research and recommend new internal controls or gaming procedures.
- Ability to maintain confidentiality, to exhibit high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action; to make solid decisions and exercise independent judgement.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to handle multiple tasks and meet deadlines.
- Ability to read, analyze, and interpret complicated documents, such as technical journal, financial reports, and legal documents, including LGCB/TGRA policies and procedures, IGRA, Pueblo of Laguna Gaming Ordinance/Code, State/Tribal Gaming Compact, MICS, TICS, and gaming enterprise policies and procedures.
- Ability to learn and understand gaming hardware, specialized gaming accounting systems and gaming industry software.
- Skill to develop and maintain comprehensive electronic and hard copy files.
- Skill in computer use, including Word, Excel, Access, Outlook, and gaming industry software.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in the implementation of gaming facility internal audit processes and procedures.
- Skill in the development and presentation of training in area of responsibility.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES