



Cow Creek Gaming & Regulatory Commission

Position Description

Position Title: Internal Audit Manager

Department: Gaming Commission

Reports To: Executive Director of CCGRC

FLSA Designation: Non-Exempt

Date Written/Revised: 3/2016

Pay Grade: 14

POSITION PURPOSE:

The Internal Audit Manager is responsible for planning, executing and reporting on regulatory and compliance related audits/reviews for the Cow Creek Gaming & Regulatory Commission (CCGRC). IA Manager will audit, analyze and test current Seven Feathers Casino Resort (7F) operating and financial procedures and systems to ensure compliance with established policies and procedures, CCGRC minimum internal controls (MICs), Tribal/State Compact and MICs and all applicable National Indian Gaming Commission (NIGC) MICs and regulations.

ESSENTIAL FUNCTIONS:

- Design and implement audit program to measure, analyze, evaluate and report on the adequacy of compliance with internal controls established by Cow Creek Gaming and Regulatory Commission.
- Maintain a high level of understanding of the Tribal/State Compact and MICs as well as the NIGC MICs and regulations.
- Supervise and oversee the day to day operations of audit staff to include, but not limited to, scheduling, performance evaluations, personnel issues, etc.
- Immediately identify violations of the Tribal/State Compact, CCGRC, State and NIGC MICs, 7F policy and procedures and report them to applicable management for a timely resolution.
- Compare written systems of internal controls to policies and procedures and to actual control procedures being utilized.
- Perform compliance testing of various departments to determine if the reporting and recording procedures are adequate and accurate.
- Perform independent audit to ensure the casino is in compliance with Title 31 regulation.
- Prepare documentation and reports of audit work including all instances of noncompliance.
- Properly communicate audit findings and recommendations to Executive Director.
- Follow up with inquiries, observations and examinations to verify corrective action has been taken regarding all instances of noncompliance.
- Review final draft of all audit reports prior to dissemination of final report to all applicable parties.

- Coordinate, communicate and assist the Oregon State Police Tribal Gaming Section in their regular monitoring duties and the annual compact compliance review.
- Coordinate, communicate and assist NIGC on any required reviews, audits, investigations.
- Assist in facilitating the annual independent audit with the external auditing firm.
- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Ability to recognize and report the need of an internal investigation within the organization; plan, execute and report findings to the Executive Director of CCGC.
- Special projects as assigned by Executive Director of Gaming Commission.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Business Administration, or related field required.
- Minimum 3 years of casino or internal audit experience required.
- Proven competency in written and verbal communication skills.
- Advanced skills in MS Word, Excel, Outlook, Publisher and PowerPoint.
- Ability to work under pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Excellent interpersonal and organizational skills.
- Must be 21 years of age or older.
- Current and valid Oregon Driver's License with the ability to qualify for the Cow Creek Government Offices Drivers Program.
- Must have the ability to obtain a Class III Gaming License.