



Cow Creek Government Office

Position Description

Position Title: Internal Audit Manager

Department: Gaming Commission

Reports To: Executive Director of CCGC

FLSA Designation: Non-Exempt

Date Written/Revised: 12/2015

Pay Grade: 12

POSITION PURPOSE:

Independent auditing for the tribal commercial businesses. Audit, analyze and test current operating and financial procedures and systems to ensure compliance with established policies, plans, procedures, laws 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.
- Supervise and oversee the day to day operations of the Audit staff.
- Perform independent audit to ensure the casino is in compliance with Title 31 regulation.
- Identify and document business processes and controls in order to evaluate risks and compensating controls.
- Compare written systems of internal controls to policies and procedures and to actual control procedures being utilized.
- Perform compliance testing of various departments and businesses to determine if the reporting and recording procedures are adequate and accurate.
- Prepare documentation and reports of audit work including all instances of noncompliance.
- Properly communicate audit findings to appropriate committee, board, or Tribal authority.
- Follow up with inquiries, observations and examinations to verify corrective action has been taken regarding all instances of noncompliance.
- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Special projects assigned by Executive Director of Gaming Commission.
- 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.
- Investigate and document all exceptions and investigation results

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Business Administration, or related field required.
- Minimum 3 years of experience in a casino or government environment 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 UIDC's Drivers Program.
- Must have the ability to obtain a Class III Gaming License.

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Position:

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent – 34-66%. Occasional – 6-33%. Intermittent – 1-5%}

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1. **SITTING** – (Percent of time or hours per day? Surface? Foot Controls?) **Continuous 80% of the day**

 2. **STANDING** – (Percent of time or hours per day? Type of Surface? Duration at one time?)
Occasionally 10% of the shift 30 minutes at a time

 3. **WALKING** – (Percent of time or hours per day? Surface? Distance?) **Occasionally 10% of the shift, 30 minutes at time. Tile or carpeted floor surfaces.**

 4. **POSITIONS** – (Can worker change positions frequently? Occasionally?) **Yes**

 5. **LIFTING & CARRYING** – (Weight? Type of object(s)? Frequency? Distance?) **Occasionally max. 20lbs boxes, and supplies up to a 100 feet.**

 6. **PUSHING/PULLING** – (Weight? Type of object(s)? Times per hour? Distance?) **Occasionally max. 20lbs boxes, paper and supplies approx. 5 times per day.**

 - 7.

 8. **REACHING/HANDLING** – (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?) **Occasionally**

 9. **BENDING/SQUATTING** – (Frequency? From Waist? Knees? Duration?) **Occasional to Intermittent**

 10. **TWISTING** – (From what body part(s)? Frequency? How far? Work being done?) **Occasional to Intermittent from the waist**

 11. **CLIMBING** – (Height? Slope? Number of steps? Frequency? On what? Ladder?) **Intermittent up stairs**

 12. **CRAWLING** – (Surface? Frequency? Distance?) **Intermittent up stairs**
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ENVIRONMENTAL FACTORS – (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals, communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10lbs of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 20lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts up to 100lbs. of force occasionally, and up to 50lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skill required to do this job successfully.