

JOB ANNOUNCEMENT

Title: Chief Internal Auditor

Requisition Num.: 021-2025

Open Date: 03/27/2025

Closing Date: Until Filled

Department: Gaming

Classification: Full-Time/ Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the supervision of the Executive Director, this position is responsible for coordinating/conducting all National Indian Gaming Commission (NIGC) required audits and any other specialty audits requested for the Rincon Tribal Gaming Commission (RTGC). This position acts as the RTGC's custodian for the Tribal (MICS), the gaming operations Internal Control Systems, Secretarial Procedures, and Tribal Gaming Ordinance. This person will conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Rincon Tribal Government and the Rincon Tribal Gaming Commission. This position maintains a thorough working knowledge of and adheres to tribal policies, regulations, and procedures.

JOB RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Designs, administers, and executes audit activities, policies and procedures and oversees the auditing functions of accounting and financial data from various departments within the gaming operation. Ascertains the adequacy of operational controls by ensuring assets are safeguarded and verified. Conceptualizes, modifies and develops additional internal controls where needed.
- Provides constructive insight into the creation, development and implementation of programs that further Rincon Tribal Gaming Commission's ability to operate efficiently and effectively through analysis, strategic thinking and demonstrated proficiency. Maintains audit independence, integrity and autonomy while enhancing continuity initiatives envisioned by the tribal government.
- Exhibits resourceful behavior toward meeting job objectives by staying abreast of gaming industry trends, writing reports, and collaborating with the Executive team on how to improve financial, operational and management processes and systems.
- Prepare a quarterly Audit activity report for the Executive management team. Reports weekly on matters or issues that can impact audit activities by listing questions and/or concerns and seeking feedback on any topics pertaining to the audit process.
- Reviews monthly financial data from the gaming operation and advises the Executive team on areas of concern or need to follow-up.
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Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

JOB RESPONSIBILITIES (CONT'D)

- Reviews, recommends, and approves all regulatory compliance correspondence and subsequently, retains, stores, and catalogs all files accordingly.
- Shares expertise, resources, and accumulated knowledge in support of relevant gaming investigations, as necessary. Effectively conveys information and expresses thoughts and facts clearly.
- Assists the Executive team with audit inquiries from Federal, State and local authorities and helps draft detailed responses in accordance with requested information.
- Attends required meetings and training as directed. Manages Internal Audit staff in the day-to-day performance of job duties. Cultivates a learning environment and initiates all required departmental training.
- Anticipates problems, is proactive and avoids difficulties by planning ahead, and displaying a willingness to assume extra responsibilities and challenges.
- Maintain a current copy of the gaming operation System of Internal Control Standards, NIGC MICS, Tribal MICS and casino policies and procedures.
- Ability to exercise attention to detail and have excellent judgement and problem-solving skills.
- Must be a team player with strong multi-tasking skills, time management and ability to accommodate a flexible work schedule based on the needs of the department.
- Superior customer service skills, professional client-centered manner that will uphold the integrity of the Rincon Tribal Gaming Commission.
- Prioritizes and plans work activities; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- Ensure work responsibilities are covered when absent; arrive at meetings and appointments on time.
- Proficient with Microsoft products (Word, Excel, etc.), internet software appropriate storage of electronic files and operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment, use/storage maintenance of multiple usernames and passwords and computer related problems, problem solving skills through the use of available training and helpdesk.
- Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- There are multiple responsibilities governed by compliance regulations associated with this position and the employee may be required to work overtime as directed by the Executive Director when necessary to reach goals.
- The employee must be able to adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to manage delays or unexpected events and use reason when dealing with challenging topics.

OTHER DUTIES

- Follow established government policies and those outlined in the Rincon Tribal Government Employee Handbook and on our government employee portal.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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OTHER DUTIES (CONT'D)

- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with Rincon Tribal Government and Rincon Tribal Gaming Commission policies and procedures.
- Ability to multi-task while maintaining vigilant attention to detail.
- Other duties may be assigned at the discretion of the Executive Director or designee to fulfill the government's and RTGC's needs, objectives and/or goals.

SUPERVISION ADMINISTERED

This position requires the supervision of Internal Auditor staff.

QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to represent the Rincon Tribal Government and the Rincon Tribal Gaming Commission effectively and professionally in a public venue.

Education/Experience and/or Training:

- A bachelor's degree from a college or university is required, preferably in Finance or Accounting and two or more years' auditing experience, preferably in Gaming, Banking and/or CPA firm. Two years of financial or fraud investigation experience may apply towards degree requirement.
- Ability to objectively coach employees and management through complex, difficult, and emotional issues.
- The ability to research and analyze various different types of data information.
- Excellent communication skills, written and oral; comfortable communicating key data, including presentations to senior management and the Rincon Business Committee and the Tribal Gaming Commission.

Licenses or Certifications:

The following license and certification are required to be maintained throughout employment and are not subject to waiver:

- Valid California Driver's License. Must maintain a satisfactory driving record with the DMV.
- Ability to pass an extensive background check and obtain a Gaming License.
- Must be willing to sign a Non-disclosure and Confidentiality Agreement upon employment.

Work-Related Knowledge:

- Thorough understanding of the NIGC MICS, Secretarial Procedures, Tribal MICS, and any pertinent regulations.
- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of internal control principles and methods used to audit financial accounting systems from the general ledger down through all supporting transaction documentation.
- Strong organizational skills and the flexibility and ability to manage time and multiple tasks with little supervision.
- Successful applicants will be a creative thinker, an energetic self-starter who enjoys new challenges and are able to function comfortably in a fast-paced team environment or independently.

Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

- Health & Wellness Coverage: Medical, dental and vision coverage
- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
