



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** **Internal Audit Manager – Gaming Commission (1- Full-Time Regular)**

**Summary:** This position is responsible for managing all operations of the Internal Audit Department and functions thereof. The position is responsible for validating the accuracy of compliance related documentation generated by the gaming enterprise as well as developing and maintaining a comprehensive internal audit program that maintains statistical information on gaming enterprise audit reporting to ensure conformance with policies, procedures, internal controls, regulations, and applicable law(s).

### **Employment Qualifications: Minimum Necessary Qualifications –**

- Bachelor's Degree in Accounting or Finance; and
- Work experience of seven (7) or more years in auditing or accounting (gaming or public accounting); and
- Minimum of three (3) years of prior supervisory experience (including budgeting); and
- Designation as Certified Public Accountant (CPA), Certified Internal Auditor (CIA), or Certified Fraud Examiner (CFE) preferred; and
- Gaming Commission internal audit experience preferred; and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** E7      **Status:** Exempt/Salary – Bi-weekly Pay      **Background Check:** Extensive  
**Hiring Range:** \$68,976 - \$91,471 – **Commensurate with Verified Qualifications**

### **Application Instructions:** **Incomplete Submissions will not be considered.**

Obtain an application form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) under "Employment" heading. Request a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Phone: (231) 398-6859; Email: [aliciagoff@lrboi-nsn.gov](mailto:aliciagoff@lrboi-nsn.gov) .*

**To apply, please submit completed LRBOI application- paper or fillable online, cover letter, resume, degree transcripts, any/all licensure(s) and certifications stated under the Employment Qualifications above, a copy Front/back of Tribal ID (if applicable), and a copy Front/back of Driver License to:**

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of**

a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Must be able to meet the standards for employment in accordance with the Gaming Commission Employee Background Investigation Policy and shall maintain that standard throughout employment.

*For further information, please contact the LRBOI HR Department.*

**Reposted – 05/24/2023**

**Removal: 06/07/2023**