



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Internal Auditor 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 five (5) or more years in internal auditing or similar; and
- Minimum of three (3) years of prior supervisory experience (including budgeting); and
- Certified Public Accountant (CPA) or Certified Internal Auditor (CIA); and
- Certified Fraud Examiner (CFE) substitution of CPA or CIA consideration; and
- Gaming Commission internal audit experience preferred; and
- Technical skills of an intermediate to advanced 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 Level: E7 **Hiring Range:** \$68,976 - \$91,471 – Commensurate with Verified Qualifications
Background Check: Extensive **Status:** Exempt Salary/Bi-weekly Pay

Application Instructions:

Obtain an application form and a copy of the position description by visiting website - lrboi-nsn.gov under "employment" heading or by contacting Human Resources at:

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

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

To apply please submit **required documents** as listed: **completed LRBOI application, cover letter, resume, degree transcripts, any licensure/trainings relevant to position, copy front/back of Driver License and copy front/back of Tribal ID (if applicable);** to:

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

Email: apply@lrboi-nsn.gov. Fax: 231-331-1233

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 passing an extensive background investigation prior to employment and shall maintain that standard throughout employment in accordance with the provisions of Chapter 7 of the Gaming Commission regulations, and successfully completing a 90-day introductory period.

Incomplete submissions will not be considered.

For further information, please contact the LRBOI HR Department.

Posted: 02/28/2023

Removal: 03/13/2023