

## **Title: Auditor I, Casino Accounting**

Under the direction of the Audit Supervisor, the Auditor I will plan and execute the accurate audits of hospitality revenue by verifying, allocating and posting transactions and daily cash deposits. The Auditor I summarizes audit findings and offers preliminary recommendations. In addition, the Auditor I will also be responsible for compiling data and preparing formal audit findings reports substantiating their findings in order to reconcile entries, verify reporting, and prepare daily revenue reports for management, while ensuring compliance with all policies, procedures and regulations. The Auditor I ensures compliance with the Gaming Commission's Tribal Gaming Minimum Internal Controls (TICS) and the Gaming Commission Regulations (GCR), by studying the standards, enforcing adherence to requirements and advising management on needed actions.

### **Essential Duties & Responsibilities**

- Plans, identifies and executes internal operational hospitality audits to identify risks within the Casino gaming organization
- Performs daily audit analysis of various functionalities to assess risk and identify any potential fraudulent activity/trends.
- Prepares and reviews financial reports specific to the audit areas in accordance with policy and procedures approved by management.
- Investigates and reports any discrepancies found in the audit on exception reports to the affiliated department management and executives.
- Reviews, corrects, compiles, and verifies transactions submitted from casino operations departments for accuracy and compliance to approved policies and procedures of the accounting department as it pertains to the recording of these transactions.
- Plans, identifies and executes internal operational audits to identify risks within the key control and compliance.
- Ensures compliance with regulatory requirements and conforms to industry standards, TICS and GCR, by reviewing transaction documents sent by the department on designated audit areas.

- Practices strong and well-developed written and verbal communication with other departments, management, and executives.
- Maintains and reviews highly confidential records.
- Performs additional duties as assigned to support the efficient operation of the department.

### **Education/Experience/Qualifications**

- Bachelor's degree or equivalent experience required. (Business degree with a concentration in Accounting or Finance from an accredited college or university preferred).
- Minimum 1 year work experience and/or training in Audit, Accounting, Fraud, Risk, Compliance, or other professional investigative or risk-based experience required.
- Familiarity of Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (GAAS), National Indian Gaming Commission Minimum Internal Controls (MICS), the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Possesses and exercises strong analytical skills and abilities when performing audits.
- Employee must have experience demonstrating the utmost discretion and confidentiality as they will have access to private information such as Social Security Numbers, credit cards, personal data or financial data from colleagues, personnel or customers.
- Ability to use data extraction and data analysis techniques in MS Excel to support audits and sampling within the department.
- Ability to employ a proactive approach to problem solving and overall execution of job responsibilities required.
- Ability to respond to common inquiries or concerns from internal and external customers.

- Ability to communicate one-on-one and to groups to explain policies, procedures, and processes to maintain understanding and communication of a specific opinion or action.
- Excellent interpersonal, oral and written communication skills with the ability to communicate effectively to all levels of management.
- Must be independent and must not have any direct relatives associated in the functioning of the gaming operations and/or gaming activities.
- Must possess intermediate computer skills and intermediate user level proficiency in all Microsoft Office Applications, with emphasis on Excel.

### **Certificates/Licenses/Registrations**

- At the discretion of the San Manuel Tribal Gaming Commission you may be required to obtain and maintain a gaming license.
- Must possess a current and valid Driver's License with an acceptable driving record as determined by the Company's insurance carrier.

San Manuel Band of Mission Indians and San Manuel Casino will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

As one of the largest private employers in the Inland Empire, San Manuel deeply cares about the future, growth and well-being of its employees. Join our team today!