



SAFETY SENSITIVE POSITION

**Muscogee (Creek) Nation
Human Resource Management Services**

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 08/17/2023	Employee Requisition Number ER-23506	JOB OPPORTUNITY	
Title/Position: INTERNAL AUDITOR			
Pay Grade SG 12	Salary Range \$40,372-52,728	Classification Full Time	
Department: OPG FINANCE COMPLIANCE	Location: Tulsa	Location Code: 33E	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Internal Auditor shall perform compliance, operational and financial audits to assess the effectiveness of controls, accuracy of financial records and efficiency of operations. Audit performance to be in compliance with Federal regulations, Tribal Gaming Ordinance, and Generally Accepted Accounting Principles. Analyze data to determine compliance with regulations and report findings.
Principal Duties and Responsibilities:	<ul style="list-style-type: none"> - Prepare audit work papers ensuring sound audit theory and adherence with departmental procedures. - Complete audits to maintain compliance with NIGC Minimum Internal Control Standards. - Perform investigations and review patron disputes. May include data analysis, witness interviews, and maintaining evidence. - Provide recommendations to address audit results and to strengthen minimum internal control standards and policies and procedures. - Demonstrate technical abilities in select areas (audit, accounting, regulatory, compliance, computer software, etc.) - Must be able to effectively work with new and changing situations including new industry regulations; where there may not always be a readily apparent solution. - Physical monitoring of licensed facilities for compliance with ordinance. - Perform IT audits to verify system security, reliability, and appropriate access assignments. - Visit licensed gaming facilities and discuss operations with management. - Review and approve rules for promotional events to ensure the integrity for the gaming public and verify compliance with NIGC standards. - Review and examine financial records for accuracy. - Examine and analyze accounting records to determine financial status of the gaming facilities and prepare reports concerning procedures. - Review internal controls to determine compliance and proper safeguarding of assets.



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	<ul style="list-style-type: none"> - Must be able to communicate effectively with operations staff, management, and tribal employees. - May be assigned to attend trainings or conferences related to gaming, or auditing. - Identify improper accounting; conduct audits to detect fraud, theft, or negligence. Report incidents of non-compliance. - Provide support for the completion of the risk assessment and annual audit plan. - Perform other related duties as assigned.
Minimum Requirements:	<ul style="list-style-type: none"> - Two (2) years experience in the gaming field required. - Must be able to understand complex regulations including the NIGC MICS, tribal gaming ordinance, state compact, and internal controls. - Must have an understanding of auditing and accounting procedures. - Must be able to communicate effectively through report writing.
Preferred Requirements:	<ul style="list-style-type: none"> - Bachelor's Degree from an accredited college or university with two (2) years of verifiable employment experience in the gaming industry. - Two (2) years experience in the auditing field.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Must be able to pass background check. Must be able to obtain Muscogee (Creek) Nation Gaming License.

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.



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Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:
 Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Would this Open Position be considered a Safety Sensitive Position? Check All that Apply

Note: If **any** box is checked **THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).**

- The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- Repairing, maintaining or monitoring the performance or operation off any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- Performing Firefighting, First Responder or EMT duties.
- The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- Dispensing Pharmaceuticals.
- Direct patient care or Direct Child, Elderly, or Disabled care.
- An individual performing security, surveillance or law enforcement duties.
- Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- None of these apply.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.



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MCN Policy Requirements:

All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.

Medical Marijuana License Holder Protection and Non-Discrimination

A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person's status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.