



## Coquille Indian Tribe Gaming Commission

**CLOSES SEPTEMBER 22, 2017 AT 5:00 PM**

**Job Title:** Assistant Auditor  
**Department:** Gaming Commission  
**Reports to:** Gaming Commissioner/Auditor  
**FLSA Status:** Non-Exempt, Full-Time  
**Location:** North Bend, Oregon  
**Salary Grade:** \$18.00 to \$21.00 per hour, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

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### **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the Commissioner/Auditor, this position is responsible for assisting with the Internal, Compliance, and Regulatory Auditing of The Mill Casino Hotel based on the State MICS, NIGC Regulations and the Tribal ICS. This position is a covered position as defined by the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character background check.

### **DUTIES AND RESPONSIBILITIES**

1. Write and execute an audit plan based on applicable regulations and/or policy and procedures that address all major gaming areas of The Mill Casino which includes Blackjack, Table Games, IT, Revenue Audit, Cage, Surveillance, Accounting, Gaming Machines, and other areas as requested.
2. Trace source documents to summarized documentation and accounting records. Perform bankroll verification, cash reconciliations, check audits and financial analyses.
3. Perform observations, analytical review and reconciliations. Based on the results, determine compliance and render a conclusion or otherwise meet the objective of the assignment.
4. Maintain work papers that contain sufficient, competent and relevant evidential matter to support conclusions made.
5. Monitor compliance of State and Federal minimum internal controls.
6. Monitor Policy and Procedures to ensure compliance with written Internal Control Standards and prepare non-compliance violation notices as required.
7. Present Audit findings to the Commission and recommend improvements. Perform follow-up on all exceptions in a timely matter with results properly documented.

8. Maintain good working relationships with all members of the Commission staff.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

#### **MINIMUM QUALIFICATIONS**

- A. Certificate in Accounting/Finance with gaming experience **OR** five years verifiable Accounting/Auditing experience within the gaming industry.
- B. Must possess good verbal and written communication skills and be a motivated self-starter.
- C. Knowledge of GAAP and GAAS.
- D. Knowledge and ability to use online Audit/Gaming accounting systems.
- E. Knowledge and ability to use spreadsheet and database programs.
- F. Ability to effectively communicate verbally and prepare clear, concise, and accurate reports.
- G. Ability to establish and maintain effective working relationships with co-workers, Mill employees and specific outside agencies.

**Contact Trudi Groth at 541-217-2297 or [trudigroth@coquilletribe.org](mailto:trudigroth@coquilletribe.org)  
for an employment application**

**Submit completed applications to:  
Coquille Indian Tribe Gaming Commission  
PO Box 1525 North Bend, OR 97459**