



13394 W Trepania Road

Hayward, WI 54843

Ph: 715-634-6603 or 715-634-5643 ext. 6603

Fax: 715-634-9433 E-mail admin@lcogc.com

POSITION: Internal Auditor

POSTING DATE: May 24th, 2018

CLOSING DATE: June 10th, 2018 or Until Filled

SALARY: Negotiable (D.O.Q.)

LOCATION: LCO Tribal Gaming Commission Office Building

SUPERVISION: LCO Tribal Gaming Commission Executive Director

DEPARTMENT: LCO Tribal Gaming Commission

ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures

Position Summary:

The Internal Auditor shall be responsible for ensuring that the Internal Control Manual of the LCO Tribal Governing Board, as adopted by the LCO Gaming Commission, is adhered to and adequate as per Tribal, State, and Federal Regulations.

Duties and Responsibilities:

- Shall perform an annual audit of each gaming area.
- Submit Final Report to Casino Operations, Executive Director, and LCO Gaming Commission by the end of the Fiscal Year of the audit.
- Shall report to the Executive Director of the LCO Tribal Gaming Commission.
- Evaluate and test internal controls for compliance as outlined by the Internal Control Manual on a regular basis.
- Shall produce revenue reports to the Executive Director and LCO Tribal Gaming Commission.
- Shall produce reports concerning variances and internal control deficiencies as discovered.
- Shall be responsible to review the implementation of new or revised controls as approved by the LCO Tribal Gaming Commission for both computerized and manual systems.
- Shall make recommendations as needed for new or revised internal controls for the organization.
- Shall be responsible to review and recommend solutions to deficiencies discovered through observational visits by external auditors and supply an appropriate report.
- Shall perform any other duties as assigned by the LCO Tribal Gaming Commission.

Qualifications:

- Candidate will have a minimum of an Associate's Degree in Economics or Business.
- Candidate to be willing to continue education to obtain a CPA designation.
- Knowledge and/or experience in a casino operation required.
- Shall be familiar with computer usage and word processing programs.
- Must be able to pass a background check(s). Preliminary background check will be performed upon receipt of employment application.

- Must be approved for and maintain a Gaming License.
- Must pass a pre-employment drug screen, and submit to any random drug screens thereafter.
- Must have a valid WI Driver's License, reliable transportation, and vehicle insurance.

Application Procedures:

Apply at the LCO Tribal Gaming Commission or the LCO Tribal Personnel Department. The selection and hiring process will be performed by the LCO Personnel Committee and LCO Tribal Gaming Commission. Submit complete LCO Tribal Gaming Commission Employment Application, resume, and at least three (3) personal references, and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. **Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.**

MAIL INFORMATION TO:

**LAC COURTE OREILLES TRIBAL GOVERNMENT
ATTN: HOLLY TREPANIER, HR DIRECTOR
13394 W TREPANIA ROAD
HAYWARD, WI 54843**

PREFERENCE WILL EXTEND FIRST TO TRIBAL MEMBERS THEN TO OTHER AMERICAN INDIANS WHO MEET MINIMUM QUALIFICATIONS OF THE POSITION. THIS IS ACCORDANCE WITH P.L. 93-638 AND FEDERAL REGULATIONS ON "INDIAN PREFERENCE".