



MISSISSIPPI BAND OF CHOCTAW INDIANS

OFFICE OF INTERNAL AUDIT

P.O. BOX 6034
CHOCTAW, MS 39350

PHONE (601)650-1624 / FAX (601)663-4341

JOB ANNOUNCEMENT # 037019

POSITION TITLE: Auditor
SALARY RANGE: Negotiable
OPENING DATE: OCTOBER 28, 2022 **OCT 28 2022**
CLOSING DATE: NOVEMBER 28, 2022 OR UNTIL FILLED
REPORTS TO: Director; Office of Internal Audit
TYPE OF EMPLOYMENT: Regular Full-Time

SCOPE OF WORK:

This internal audit position is responsible for performing detailed audits and tests of gaming and non-gaming related matters. Responsible for the analysis of other financial and statistical data to ensure the accurate recording and tracking of information from the various Tribal enterprises and government programs to the Office of Internal Audit and Tribal Administration.

Duties and Responsibilities:

1. Performing revenue, expense, cash disbursement, payroll and other types of internal audits.
2. Perform checks, reconciliations, comparisons, and verifications of transactions and other matters in line with approved audit programs.
3. Performing observations of cash related transactions when instructed to do so by the Director.
4. Inspect, identify and document systems of internal financial and operational controls through interviews, examination of documents, and completion of audit check lists.

5. Prepare flowcharts of systems and determine reliability and compliance by testing key control points.
6. Maintaining audit workpaper files.
7. Assist in the preparation of audit reports on findings and recommend improvements in systems of internal control.
8. Assist in the development of audit programs, update audit programs and maintain audit program files.
9. Perform tests to ensure that internal controls are in place and operating effectively.
10. The performance of other duties as assigned by the Director.

Qualifications:

1. A four-year degree in accounting or educational equivalent is required. To meet the educational equivalent requirement, the applicant must possess a 4-year college degree and must have completed a minimum of 48 semester hours of upper division or graduate level accounting and business-related courses. Accounting courses must be a minimum 24 of the 48 hours and include at minimum, 3 semester hours in auditing and 6 semester hours in intermediate accounting.
2. Preference will be given to those with experience in internal audit or public accounting and to those who possess certification as a CPA, CIA, CFE or CISA.
3. Must possess a strong knowledge of personal computers as well as the following software applications:
 - Microsoft Word
 - Excel
 - Power Point
 - Outlook
 - Teams
4. Must possess the ability to analyze internal control systems.
5. Excellent written and oral communications skills.

6. Must possess strong analytical skills.
7. This is a professional position which requires the ability to work independently and exercise sound business judgment.
8. Must be physically capable of transporting audit work papers from remote audit locations to the Office of Internal Audit, must also be physically capable of standing for long periods of time.
9. Ability to operate office machines, including a copy machine, scanner and fax machine.
10. Must be bondable.
11. Must possess personal vehicle, valid driver's license, and liability insurance.
12. Must obtain and maintain a gaming license from the Choctaw Gaming Commission as a condition of employment for this position.
13. Preferential treatment will be extended to qualified Indian applicants.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when to qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350