

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Administrative Assistant/Internal Auditor

LOCATION: Tribal Gaming Commission

SALARY: \$14.98 to \$17.32 per hour

CLOSING DATE: Thursday, October 1st, 2020 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

The Administrative Assistant/Internal Auditor is a full-time administrative support position in the Tribal Gaming Commission office and is responsible for the financial compliance of the Salish & Kootenai LLC. Casino's compliance with: 1) the Tribal Gaming Ordinance 92d and Regulations; 2) CSKT Gaming Commission's Tribal Internal Control Standards (TICS) and National Indian Gaming Commissions (NIGC) and Indian Gaming Regulatory Act (IGRA) Minimum Internal Control Standards (NIGC MICS); and 3) other applicable agreements, laws, and regulations.

DUTIES:

- Assists the Executive Director in administrative activities for the Tribal Gaming Commission;
- Operates a computer daily (for word processing, e-mail, database management and digital material management) as well as other office equipment including typewriter, calculator, copy machine, laminator, and fax machine;
- Creates & maintains confidential and/or administrative files for all gaming commissioners, individuals, facilities and vendors licensed by the Tribal Gaming Commission; Receives and distributes incoming and outgoing mail if needed;
- Answers incoming calls, answers routine questions and greets the public;
- Prepares reports and correspondence as directed by the Executive Director;
- Prepares purchase orders and office supply orders through the electronic system;
- Assist with preparing and distributing invoices for charges due to the department for the Executive Directors signature if needed;
- Prepares timesheets and mileage for the Tribal gaming Commission Office;
- Receipts in money collected by the Tribal Gaming Commission and delivers to the accounting department;
- Prepare and/or arrange travel for Commissioners and office staff as well as help set up local training;
- Order office supplies;
- Prepare, number, file, and distribute policies & procedures and rules & regulations; as approved by the commission.
- Distribute and receive any applications for Charitable Gaming activities as approved by the gaming commission which also includes recording results at completion.
- Assist in maintaining and monitoring the departmental operating budget;

- Prepare and maintain a monthly certification report to be submitted to contracts & grants.
- Distribute, receive and log in all Application for Individual Gaming License and Vendor License as directed by the Executive Director;
- Submit fingerprints to the FBI via electro via submission;
- Initiate background checks on applicants, check applicant history, on documentation provided for correctness, contact appropriate agencies;
- Send in Suitability Determination notification letters in steps to the National Indian Gaming Commission when an applicant has passed the background check and has become employed; within 60 days.
- Maintain a database of all applicants and their status; to be looked at when the National Indian Gaming Commission makes a site visit.
- Complete requested reports on vendor status and questions with CSKT as requested from other Tribal Gaming Commissions;
- Develops and implements annual audit plan covering S&K Gaming LLC's accounting control and operational functions with direction from the Executive Director;
- Conduct internal audit with the NIGC Minimum Internal Control Standards checklists and Tribal Internal Control Standards for the individual departments.
- Internal Auditor will work with the Casino Principle Operating Officer, department managers, employees and sometimes vendors to determine compliance in the casino.
- Write reports describing the results of audit reviews, findings requiring action and recommendations for improvement and report findings to Auditors, SKG Management , and the board of Commissioners through the Executive Director.
- Perform audit reviews of S&K LLC functions to evaluate compliance with the generally accepted accounting principles (GAAP), National Indian Gaming Commissions Minimum Internal Control Standards (NIGC MICS), the Tribal Internal Control Standards (TICS), and all state and tribal regulations and report findings to the commission through the Executive Director.
- Perform case investigations as necessary, which may include written correspondence to the appropriate departments and/or outside agencies and signed by the Executive Director.
- Evaluate compliance with GAAP, NIGC MICS and TICS.
- Performs all other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

Bachelor degree in business administration or accounting is recommended. Other qualified experience may be substituted for a bachelor's degree with 2 years gaming/accounting related job experience; or an Associates degree and 4 years gaming/accounting related experience; or high school diploma with 6 years of gaming/accounting related experience.

🚩 **Interested applicants can get a copy of the full position description at the Tribal Personnel Office (406) 675-2700 Ext. 1043 for more information.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license and proof of liability insurance.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: The Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1029.

FOR MORE INFORMATION: Tara Matt, Tribal Gaming Commissions Executive Director @ 675-2700 Ext. #6175

ADMINISTRATIVE ASSISTANT/INTERNAL AUDITOR TRIBAL GAMING COMMISSION

The successful applicant is recommended to possess a Bachelor degree in business administration or accounting. Other qualified experience may be substituted for a bachelor's degree with 2 years gaming/accounting related job experience; or an Associates degree and 4 years gaming/accounting related experience; or high school diploma with 6 years of gaming/accounting related experience. All applicants must submit a Tribal application, a copy of academic transcripts/training certificates, a copy of current valid driver's license and proof of insurance and a proof of enrollment in a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of the DD214 must be submitted. **This is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) months probationary period.** Salary is \$14.98 to \$17.32 per hour with benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1029. Tribal applications are also available on-line at csktribes.org. Closing date will be Thursday, October 1st, 2020 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

- 1. Thursday, September 17th, 2020**
- 2. Thursday, September 24th, 2020**

**BILL TO: TRIBAL GAMING COMMISSION
P. O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org**