

# THE COQUILLE INDIAN TRIBE

Job Announcement

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OPEN: January 27, 2012  
CLOSES: February 08, 2012

POSITION: Assistant Auditor  
DEPARTMENT: Gaming Commission  
REPORTS TO: Gaming Commissioner/Auditor  
SALARY RANGE: Depending on Experience

*This is a Full-Time position with benefits. A Post Job Offer Pre-employment drug screen and criminal background check are required.*

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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.

## 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 Bingo, 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, cheque 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 management 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.

## 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.

### HOW TO APPLY:

If interested in applying for this position you may pick up an application for the Coquille Gaming Commission at The Mill Casino Security Desk, 3201 Tremont, North Bend, OR., or online at [www.coquilletribe.org](http://www.coquilletribe.org) under the Human Resources site. Resumes are encouraged to be submitted in addition to the job application. All applications must be received before 5:00pm, February 8, 2012 and must be returned to the Coquille Gaming Commission, Attn: Trudi Rouske, Executive Assistant.

If you need more information, please contact:

Trudi Rouske  
Executive Assistant  
Coquille Gaming Commission  
3201 Tremont Ave,  
North Bend, OR 97459  
Phone: 541-756-5664  
Fax: 541-756-5478