PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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**VACANCY ANNOUNCEMENT**
****READVERTISEMENT****

**POSTING NO: 117-16**

**OPENING DATE: 09/08/2016**
**CLOSING DATE: OPEN UNTIL FILLED**
**POSTED: IN/OUT**

**POSITION: Internal Auditor**
**PAY GRADE:** E7 ($21.92 to $26.85 per hour)
**FLSA STATUS:** Exempt
**DEPARTMENT:** Gaming Commission
**REPORTS TO**: Lead Internal Auditor

JOB PURPOSE: This position is located at Pueblo of Isleta Gaming Regulatory Agency. Incumbent will conducts audits and review of financial records to insure compliance with National Indian Gaming Commission (NIGC), Minimal Internal Control Standards (MICS), New Mexico State Gaming Compact, POIGRA Regulations and all applicable laws and regulations.

Minimum Qualifications/Requirements:

- Bachelor's Degree in Accounting, Business Administration, Finance or closely related field.
- Two years accounting or financial auditing experience preferably in a gaming environment.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of federal, state and Indian gaming regulations.
- Knowledge of records management and basic accounting procedures.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to work extended hours, weekends, holidays and various shifts as scheduled.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies.
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.

**Readvertised 10/28/2016**