

KICKAPOO TRIBE OF OKLAHOMA**NOTICE OF VACANCY**

EMPLOYMENT: Internal Auditor

DEPARTMENT: Gaming Commission

STATUS: 1 Full-Time

DEADLINE: August 29, 2011 by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma Gaming Commission is seeking an Internal Auditor. Successful candidates will be responsible for leading and managing the examination and evaluation of finances, MICS and functional audits of Casino operations for the Kickapoo Gaming Commission in order to determine the effectiveness, efficiency and adequacy of internal controls and compliance with prescribed operating policies and procedures.

MINIMUM REQUIREMENTS:

- (1) **Education:** A Bachelor's degree in Accounting or closely related field and a minimum of three (3) years general experience performing financial operations or audits. Or any combination of education, training, or experience which demonstrates the ability to perform the duties of this position.
- (2) **Skills:** Must possess the ability to work responsively with effective communication skills both written and orally.
- (3) **Requirements:** Must be able to obtain a Class III Gaming License. Previous gaming industry experience, Certified Public Accountant or Certified Internal Auditor preferred, but not required. Knowledge of gaming regulations and technical standards, such as minimum Internal Control Standards, U.S. Treasury Bank Secrecy Act, and the State Compact between Kickapoo Tribe of Oklahoma Gaming Commission/State of Oklahoma and the Kickapoo Tribe of Oklahoma Gaming Commission Regulations. Must possess documents that establish both Identity and Employment Eligibility and pass a drug screening test.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource or by fax at: (405) 964-7046
PO BOX 70
McLoud, OK. 74851

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.