

LOWER BRULE SIOUX TRIBE

COMMISSION ON GAMING

Job Title: Executive Secretary/Internal Auditor

Job Class: DOE

Job Summary: Under the direct supervision of the Commission on Gaming. Will perform daily tasks of Commission on Gaming regarding trainings, audit reports, and being the committee's recording secretary. Will assume full responsibility for the timely effectiveness and efficiency of the Commission on Gaming.

Duties & Responsibilities:

- Maintains filing system; (Minutes, Resolutions, Gaming Licenses, and Audit Reports)
- Performs Monthly Internal Audits of Gaming Operations at the Golden Buffalo Casino
- Ensure compliance with Title 31, tribal, state, and federal regulations.
- Will make recommendations on audit findings that need corrective action for non-compliance with MICS (Minimum Internal Control Standards).
- Prepares all Gaming Licenses Applications, sends them off for Background Investigations, and presents results to Commission on Gaming.
- Prepares Commission on Gaming Monthly Meetings and scheduling
- Maintain an open line of communications between the Gaming Commission, Lower Brule Sioux Tribal Council, and Golden Buffalo Casino Manager, as directed by the Commission on Gaming.
- Perform other related duties as assigned

Qualifications & Requirements:

- Prefer Associated Degree in Business Administration, and/or two (2) years of working in Accounting/Finance, or related field
- Must have advanced computer skills
- Must have a valid SD driver's license
- Knowledge of Gaming Operations or willing to learn
- Ability to work independently and willingness to ask questions
- Able to keep confidentiality
- Strong organizational skills and attention to detail

To Apply:

Must submit a LBST application/resume to:

**Human Resources Office
187 Oyate Circle
Lower Brule, SD 57548**

Opening Date: 5/20/22

Closing Date: 6/06/22