JOB OPENING ANNOUNCEMENT

Job Title: Internal Control Analyst
Report To: Executive Director of Tribal Gaming
Department: Tribal Gaming Office
Job Vacancy: YAN-26-121
Status: Full-Time; Non-exempt
Starting Wage: $23.00 per hour
Opening Date: November 16, 2026
C**losing Dat**e: Until Filled

POSITION DESCRIPTION:

The Internal Control Analyst is responsible for Developing, Planning, and Coordinating Regulatory Gaming Audits. Conducting independent review of Policies and Procedures submitted by the Gaming Facility Operator, determining if they are in Compliance with the Yavapai-Apache Gaming Code, The Tribal State Compact, and the MICS, prior to submission for approval by the Arizona Department of Gaming and Executive Director.

MINIMUM QUALIFICATIONS

- At least two (2) years of accounting/auditing experience
- At least two (2) years of gaming experience
- Must be at least twenty-one (21) years of age
- Must not have any felony convictions in the last seven (7) years, unless the Felony has been set-aside.
- Associates degree of any related business field preferred
- Must have a High School Diploma or GED
- Able to work any shift, if necessary.
- Must qualify for licensing required by The Arizona State Gaming Agency, The Tribal Gaming Office and The National Indian Gaming Act.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Must be able to sit or stand for long period of time
- Must have good verbal communication skills
- Must have good written communication skills
- Must possess mature judgment
- Must work well in pressure situations
- Must be proficient with Microsoft Windows Programs: Word, Excel, PowerPoint
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review Policies and Procedures submitted by the Gaming Facility Operator, using Discretion and Independent Judgement to determine if the submissions are within the guidelines of Regulatory Compliance with the Tribal Gaming Code Tribal State Gaming Compact, the Appendices, and the Gaming Operation Internal Controls, and also ensure that the documents are free from spelling and punctuation errors -recommending approval to the Executive Director.
- Demonstrate the use of Regulatory Compliance Judgement and Knowledge, Lottery and Promotion proformas, and formulating recommendation to the Executive Director.
- Participate in audits of the casino operation to ensure the effectiveness of accountability and proper control of casino operation activities related regulatory compliance.
- Apply advanced knowledge of the Tribal Gaming Code, The Tribal State Gaming Compact and its Appendices, the MICS, and the Gaming Operation's Internal Controls, determining whether the areas reviewed are complying with Policies and Procedures or regulatory guidelines in a manner which is consistent with the above Gaming Regulations.
- Interpret the results of External and Internal Audits to ensure that they are conducted according to professional Audit Standards, that sufficient evidence was obtained, and that Procedures are Properly Documented to support Audit Findings.
- Determine the direction and extent of assigned focused audits. Plan audits long and short-term objectives, and establish procedures which may include statistical sampling and electronic data processing.
- Document potential regulatory deficiencies preparing an analytical objective operating practice recommendation to the Executive Director.
- Plan, develop and prepare objective recommendations for audits using information from the designated casino host systems work station. Exercise professional judgment to determine materiality of findings, adequacy, and effectiveness of the operation's Accounting Systems.
- Plan and coordinate follow-up Audits to Internal and External audits to ensure Regulatory Compliance with all potential issues discovered.
- Keep up-to-date on the current Accounting and Auditing practices through continuing professional education.
- Prepare Reports supporting opinions to be presented to the Executive Director and State and Federal Gaming Regulatory Agencies.
- All other tasks assigned.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:
Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE FINGERPRINTING