



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Job Announcement

Position: Gaming Internal Auditor
Location: Mahnomen
Pay: \$26.23/hr

Benefits: Full

Open: 06-22-26
Close: 06-26-26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for regulating and monitoring gaming that is conducted on the White Earth Reservation as according to Federal, State, and Tribal gaming laws.

Regulates to ensure all gaming areas are in compliance with National Indian Gaming Commission minimum internal controls standards, Tribal/State compacts, and Offsite TICS.

- Responsible to have thorough understanding of applicable gaming regulations for all gaming operations which are regulated by the White Earth Reservation.
- Ensure all licensing requirements are met for gaming.
- Forwards prepared licenses to the Tribal Gaming Commission for approval.
- Performs compliance checks of the offsite gaming entities licensed by the Tribal Gaming Commission.
- Ensures that the tribal gaming facilities are constructed, maintained, and operated in a manner that protects the environment, public health, and safety.
- Communicates to offsite ownership the alternative controls and ensures all processes are being followed.
- Performs and prepares vendor investigations/ licensing.
- Reviews appropriate paperwork for accuracy and compliance.
- Other gaming duties as assigned or required.

Conducts various types of audits within the established gaming operations to monitor compliance with approved rules and regulations.

- Conducts random, announced, and unannounced audits on the gaming operations for compliance with the White Earth Reservation approved Minimum Internal Control Standards (MICS) and Tribal Internal Control Standards (TICS).
- Completes comprehensive checklists as required.
- Interviews gaming operation management prior to audit.
- Reviews and selects random samples of documentation for auditing compliance.
- Conducts observations and reviews of discrepancies found.
- Validates accountability of gaming areas of the gaming operations.
- Recommends corrective action(s) to gaming operations management.
- Serves Notice of Violation when necessary.
- Conducts follow-up on instances of non-compliance to make sure corrective actions have been taken as required.
- Reports all findings to supervisor immediately and ultimately prepares comprehensive report and synopsis for the Tribal Gaming Commission.
- Investigate slot variances and report to supervisor.
- Validates machines during installations, conversions, RAM Clears, logic accesses, spot checks and machine moves.
- Ensure all games are approved before being offered for play.
- Reviews class II and III machine reports.
- Makes appropriate recommendations for updates on internal regulations.
- Issues permits and audits charitable gaming.
- Provides training and technical assistance to gaming operations.
- Attends staff meetings and training sessions.

Observes gaming operations activities for compliance with regulations.

- Analyzes documentation, including written policies and procedures for compliance with regulatory requirements.

- Monitors various areas of the gaming operations gaming activities to ensure compliance with applicable regulations.
- Monitors for suspicious behaviors such as possible cheating or theft.
- Ensures gaming compliance measures are met in accordance with requirements established by NIGC, IGRA, Tribal-State Compacts, White Earth Reservation/Shooting Star Casino MICS, and Offsite TICS.
- Coordinates with the gaming operations.

Creates Reports as required.

- Gathers, compiles, and analyzes statistics.
- Creates reports of findings for gaming management, legal, Tribal Gaming Commission, police department, and/or other applicable regulatory agencies as required.
- Reports findings of audits on a regular basis to Tribal Gaming Commission.
- Ensure accurate and complete information is contained in reports.

Remains up to date on gaming regulations to ensure applicable policies and procedures are in compliance.

- Reads, reviews, and comprehends applicable regulations, including those from: White Earth Reservation, National Indian Gaming Commission, Indian Gaming Regulatory Act, State of Minnesota, and/or other documents pertaining to gaming compliance.
- Makes notice to gaming operations on updated regulation requirements.
- Will assist in formulating new regulations, policies, and/or procedures for compliance.
- Responsible for monitoring gaming operations gaming areas for applicable rules and regulations.

Communicates with internal and external sources regarding compliance related matters.

- Maintains good rapport with gaming operations, regulatory agencies, and other representatives.
- Represents the department in a professional manner.
- Always maintain confidentiality.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of gaming equipment, policies, procedures, and strategies to protect gaming assets.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of laws and changes regarding gaming within the boundaries of the White Earth Reservation.
- Knowledge of NIGC and State of Minnesota Regulations.
- Knowledge of Indian Gaming Regulatory Act.
- Knowledge of Title 31-Bank Secrecy Act.
- Knowledge of White Earth Gaming Ordinance.
- Ability to work cooperatively within a group to make the work successful and effective.
- Ability to write reports, business correspondence and/or procedure manuals.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of laws, legal codes, precedents, government regulations, executive orders, and agency rules.
- Ability to concentrate on a task over a period without being distracted.
- Ability to understand basic mathematical functions and applications.
- Skilled in the operations of office equipment, including copiers, fax machines, and/or 10-key adding machine.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Ability to search computer databases.

Qualifications:

- 4 or more years related gaming experience.
- Prefer Associate Degree in Accounting, Business, Technology, Computers, or related field.
- Must meet Gaming License requirements as set forth by the White Earth Tribal Gaming Ordinance for a Key employee.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

- Must be able to pass a criminal background check and drug screening.

Mail Applications to:
White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591
Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343