



JOB DESCRIPTION

Bishop Paiute Tribe
Bishop, California

Position: Internal Auditor
Department: Administration
Supervised by: Tribal Administrator
Pay Range: T-9 \$26.78 - \$37.49 (\$55,702.40 - \$77,979.20)
FLSA Status: Regular; Full-Time/Exempt (Salaried)

General Duties: Under the administrative direction of the Tribal Administrator, and reporting functionally to the Tribal Council, providing direction on policy, risk assessment and corrective compliance issues. The Internal Auditor (IA) is responsible for ensuring that all regulations, Tribal Laws, policies, and procedures are being followed consistently throughout the Bishop Paiute Tribe in order to safeguard assets, verify the accuracy and reliability of accounting data, promote adherence to policies and procedures, and preventing and detecting fraud. The IA is responsible to work with the Tribal Administrator and Tribal Council to evaluate our processes and systemic procedures to ensure we are using the most efficient and effective methods in a consistent manner. The IA will perform professional level work in analyzing financial and program data and interpreting and applying federal, state, and Bishop Paiute Tribal policy guidelines. Provide independent and objective evaluations of the Tribe's financial and operational business activities.

Responsibilities:

- Evaluate program, administrative, compliance and accounting controls and prepare reports for the Tribal Administrator and the Tribal Council on compliance with Bishop Paiute Tribal standards and government regulations.
- Develop audit programs and perform transaction testing necessary to review and evaluate performance, and compliance with laws and regulations.
- Test the system of authorization and recording procedures to determine if they are adequate to provide reasonable accounting control over assets, liabilities, revenue, and expenditures.
- Test expenditures and program reports for compliance with grant or other federal regulations.
- Test pertinent documents to determine if an audit trail exists for all records and systems.
- Prepare and assist in audits conducted by external auditors contracted by the Bishop Paiute Tribe.
- Prepare reports of all work done and submit to the Tribal Administrator and the Tribal Council for review, follow-up, and recommendations for action.
- Identifies operational best practices that can be shared with other programs and departments throughout the organization.
- Discuss findings with supervisors/managers of areas evaluated. Review corrective action plans developed and monitor progress.
- Develop and maintain corrective action monitoring report models and prepare formal monitoring reports.
- Assist with special studies that require data compilation; analyze and interpretation of information in oral and written presentations.
- Analyze business processes, procedures, and activities with the goal of highlighting organizational issues and recommending solutions, using the three tenets of Quality Management: Quality Control, Quality Improvement and Quality Assurance.

- Evaluate topics such as the efficacy of operations, the reliability of financial reporting and other operational processes.
- Report existing deficiencies and identify the operation of a control that does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis.
- Other duties as assigned.

Competencies:

- **Decision Making**—the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully to make the responsible decision.
- **Interpersonal Skills**—the individual maintains confidentiality, remains open to others' ideas and exhibits willingness to try new things.
- **Communication**—the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings, must have skills in public speaking.
- **Written Communication** – the individual must have strong written communication skills
- **Customer Oriented** – the individual delivers excellent service to both internal and external customers in a friendly and courteous manner.
- **Time Management**—the individual prioritizes and plans work activities, uses time efficiently and develop realistic action plans.
- **Detail Oriented**—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- **Adaptability**—the individual adapts to changes in the work environment, manages competing demands, and can deal with frequent change, delays or unexpected events.
- **Reliability**—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.
- **Organized**—the individual keeps clean and organized workspace and projects.
- **Motivated**—the individual inspires self and others around them to get the job done and follow through on tasks.

Education and Experience:

- Bachelor of Art (BA) or Bachelor of Science (BS) in Business Administration, Business Management, or a related field. Accounting degree is strongly preferred. Must demonstrate thorough knowledge of accounting practices/procedures. Prior audit experience: three to five years preferred. Designation as a CPA or CIA desirable.
- Thorough understanding and competence in Financial Accounting Standards Board (FASB), Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP).
- Extensive knowledge in data collection and analysis and presentation of oral and written communications.
- Understanding of and adherence to the Auditors Code of Ethics and Standards for the Professional Practice of Internal Auditing as developed by the Institute of Auditors.
- Proven investigative skills including data gathering and analysis and the use of spreadsheets and executive summaries
- Must have and maintain a valid California Driver's license and be insurable under the Tribe's existing automobile insurance policy.

Other Requirements:

- Must demonstrate basic knowledge of the unique sovereign status of Indian Tribes and respect for Paiute (Nüümü) culture.
- Must have the ability to work with people from diverse cultures, ethnic and socio-economic backgrounds and possess a basic knowledge of Native American communities and always maintain cultural sensitivity.

- The individual must comply with the Driving Policy, Drug-Free Workplace, and the Pre-Employment Selection policy, including criminal background check.
- Preference will be given to Indian applicants. Knowledge of Indian community and sensitivity to Indian needs required.
- **Must comply with the Tribe's COVID-19 vaccination policies.**

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24USC450 ET SEQ), 25FR271.44 and other relevant laws.

Generally, all employees (except under rare circumstances) start near the beginning of the pay scale; the indicated salary range only depicts progression.