

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*'Isi Nikaio 'tenfiseró:tens Ne Onkweshón: 'a Rotiio 'tens*

**HUMAN RESOURCES UNIT**

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<b>Job Title:</b>	INSPECTOR – EGD REVENUE AUDITOR
<b>Division:</b>	Kahnawà:ke Gaming Commission
<b>Reports To:</b>	Kahnawà:ke Gaming Commission Coordinator
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b> In accord with the existing KGC Regulations and the Kahnawà:ke Gaming Law, and under the direction of the KGC Coordinator, performs specific field and office work involved in revenue collection and audit in accordance with law, regulations and Internal Controls.	
<b>Cultural Identity Attributes:</b> A logical, systematic individual working in a specialized and/or technical area of business that enjoys challenging situations and has a strong desire to achieve results. Is analytical, accurate, shrewd, self-reliant, inquisitive, assertive and a self-starter. Possesses a high degree of integrity.	
<b>Roles &amp; Responsibilities</b>	
<b>Auditing, reviewing, and recording of revenue</b>	
<ul style="list-style-type: none"> <li>• Organize and conduct operational, financial, compliance audits</li> <li>• Examines records, reports, operating practices and other pertinent documentation</li> <li>• Performs observations and walk-throughs</li> <li>• Insures Compliance with KGC regulations, financial accounting and auditing standards, and organization’s internal controls</li> <li>• Conducts financial analytical reviews</li> <li>• Assists with the preparations and submission of reports for the KGC as required</li> <li>• Conducts follow up on audits</li> <li>• Performs risk based assessment of the organization’s operation and conducts internal reviews of Anti-Money Laundering Program.</li> <li>• Completes audit work papers by documenting audit tests and findings</li> <li>• Test for compliance with organization’s policies, federal regulations and generally accepted accounting principles; provide recommendations to minimize deficiencies.</li> <li>• Identify, and clearly define, audit issues and root causes, recommend improved internal controls and business processes.</li> <li>• Issues Exception Reports for any instances of non-compliance with established internal controls.</li> <li>• Maintains complete audit records in an organized manner for proper record retention as per company policy.</li> <li>• Files all documents and computer reports for future reference.</li> </ul>	

**Provides technical support to the Kahnawà:ke Gaming Commission**

- Analyses and monitors revenue
- Reconciles reports to supporting documents in accordance with established internal gaming controls, as outlined on daily/weekly/monthly/annual checklists
- Provides recommendations to improve the systems of internal controls across the organization
- Review and evaluate methods of internal control at EGD locations
- Conduct interviews and gather information from various sources to obtain understanding of the flow of information in a process
- Assist others in identifying areas for improvement in efficiencies and in the effectiveness of internal controls
- Assist others in developing a standardized business process that is efficient, effective, and can properly address risks/exposure in operations
- Assists in analyzing agreements as needed

*The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

**Decision Making Authority:**

- Determines need for policies, systems or processes for quality & performance
- Determines relevancy of policy, process and procedures ensuring compliance with established internal control procedures
- Determines process for quality and performance
- Develops process for audits
- Ensures that documentation obtained contains sufficient, competent and relevant evidential matter to support the conclusions reached
- Ensures proper procedures have been implemented
- Maintains professionalism and independence.
- Ensure that corrective action plans are developed and implemented
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discrete and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

### **Education & Experience**

- Bachelor's degree in Finance or Business Administration with three (3) years relevant experience.

OR

- Certified Public Accountant plus five (5) years relevant experience.

OR

- High School Diploma, plus ten (10) years relevant experience

Certified Fraud Examiner or another comparable certification an asset

### **Specific Skill Sets**

- Must possess the ability to manage multiple tasks concurrently in a changing environment
- Must possess the ability to work through high volume and or stressful time periods
- Must have the ability to prioritize based on urgency
- Must have knowledge of auditing principles and standards with a familiarity of various computer systems and applications
- Must possess strong analytical skills and the ability to analyze gaming and hotel operations
- Must possess strong knowledge in Microsoft excel and Microsoft access with a strength in creating complex formulas
- Must possess the ability to build effective and collaborative relationships with departments within the organization
- Able to effectively communicate in English, both written and oral forms
- Must possess excellent interpersonal, oral and written communication skills with the ability to comfortably communicate to all levels of management
- Strong interpersonal, analytical, quantitative, writing, and organizational skills expected.
- Strong research and investigative abilities expected.
- Ability to multi-task, work independently and as part of a team.
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required

### **Working Environment**

- Maintains a flexible work schedule to meet the demands of the position
- Overtime may be required
- 37.5 hour work week;
- Moderate travel;
- Considerable stress and productivity pressure associated with managing multiple projects

<b>Competencies</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
TBD	TBD	TBD	TBD	TBD	
<b>Adaptability</b>	<b>Planning and Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
TBD	TBD	TBD	TBD		

**Commitment Statement**

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Performance Management & Compensation Coordinator: \_\_\_\_\_