



Southern Ute Indian Tribe

Human Resources
P. O. Box 737 – 356 Ouray
Ignacio, CO 81137
Fax: (970) 563-0302

VACANCY ANNOUNCEMENT

ANNOUNCEMENT DATE: 03/22/2010
POSITION TITLE: Internal Auditor
DEPARTMENT: Executive Office
POSITION STATUS: Full Time

CLOSING DATE: Open Until Filled
GRADE: 23
FLSA: Exempt

POSITION SUMMARY: Performs internal auditing procedures for the Southern Ute Indian Tribe to identify and eliminate risk, liability, unnecessary spending, and inefficient operations. Develops and implements internal audit processes and procedures and recommends improvements to business processes that will promote overall efficiency, productivity and profitability.

STATEMENT OF DUTIES:

1. Assesses Tribal operations and works in coordination with Department Directors and the Executive Office in the development and implementation of processes, techniques and procedures to increase efficiencies, reduce costs, and comply with necessary procedural or legal requirements.
2. Develops an internal audit plan focusing on ensuring that established controls are working as planned.
3. Provides support and information to Tribal Departments, Divisions, and programs to operate efficiently, effectively, within fiscal guidelines, and in accordance with legal parameters, established Tribal codes, and applicable policies and procedures.
4. Responsible for performing internal audit engagements across Tribal entities in accordance with defined audit programs, summarizes the results, recommends appropriate remediation and reports to management.
5. Assesses current operations and identifies areas/issues creating exposure to risk, excessive spending, and inefficiencies.
6. Works in close coordination with the Personnel Department, Law enforcement, and the administration to conduct internal investigations and audits involving potential cases of fraud or misuse of tribal funds.
7. Ensures that policies and procedures are drafted to facilitate efficient operations in accordance with current legal and organizational requirements.
8. Schedules and conducts regular and timely audits, providing reports on findings and suggesting corrective actions as necessary
9. Assists with determining the adequacy of authorization and recording procedures for providing reasonable accounting control over assets, liabilities, income, and expenses.
10. Reviews pertinent documents necessary for detecting the existence of an audit trail for all records and systems.
11. Monitors activity and file maintenance in accounting records and data processing systems.
12. Integrates technology into all aspects of the audit process to increase effectiveness and efficiency.
13. Assures that audit objectives are aligned with business objectives.
14. Facilitates knowledge sharing and organizational learning.
15. Works in coordination with consultants and external auditors during audit processes conducted within Tribal Departments and Divisions.
16. Completes special projects and assignments as requested by Tribal Council or the Executive Officer.
17. Performs other job-related projects/investigations/duties as assigned.

SUMMARY OF QUALIFICATIONS:

BA/BS degree in Accounting, Finance or closely related field is required.
 Minimum of five (5) years direct accounting experience required.
 Must have four (4) years experience in auditing and three (3) years in a position responsible for developing, evaluating and monitoring internal control procedures in all business aspects.
 Must have experience managing multiple projects.
 Must have experience with a computer software system for enterprise system management such as PeopleSoft, Sap, Lawson, etc.
 Must have computer experience required including Microsoft Windows, MS Excel, MS Word, MS Access.
 Must possess strong critical thinking skills
 Must possess strong communication skills both written and oral. Must be able to communicate to accounting staff, supervisors, and non-accountants including Tribal Council.
 Must have the ability to deal tactfully with sensitive issues and situations.
 Must pass criminal history background check and pre-employment drug test.

PREFERRED QUALIFICATIONS:

Certified Public Accountant license is strongly preferred.
 Working knowledge of PeopleSoft modules is strongly preferred.
 Regulatory experience dealing with grant compliance is preferred.
 Experience with PeopleSoft financial software applications is preferred.

APPROVED:

Personnel Director	Executive Officer
Date	Date

HIRING PREFERENCE:

1. Enrolled Southern Ute Indian Tribal Member
2. Native American legally married to a Southern Ute Tribal Member
3. Enrolled Member of the Ute Mountain Ute or Northern Ute Tribe
4. Local Native American
5. Veteran

HOW TO APPLY:

1. A completed, signed Application for Employment must be received by the Human Resource Department by 5:00 p.m. on the date of the job closing.
2. A separate Application for Employment must be completed for each position applied for.
3. Mail, deliver, or FAX a completed and signed Application for Employment to the address at the top of the page.