



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## COMPLIANCE AUDITOR I

### Position Description

|  |   |                            |  |
|--|---|----------------------------|--|
| <b>Opens: March 26, 2026</b>               |   |                            |  |
| <b>Closes: April 8, 2026</b>               |   |                            |  |
| <b>Department:</b>                         | Internal Compliance   | <b>Reports to (title):</b> | Director of Internal Compliance                    |
| <b>Job Code:</b>                           | E-12  | <b>Job Location:</b>       | Bois Forte Tribal Government-Fortune Bay Tower, MN |
| <b>Pay Range:</b>                          | Min: \$51,126.40 (\$24.58)<br>Mid: \$63,918.40 (\$30.73)<br>Max: \$76,689.60 (\$ 36.87) | <b>Supervises:</b>         | None   |
| <b>Hours/week:</b>                         | 40  | <b>Classification:</b>     | Exempt   |
| <b>Type of Position:</b>                   | Full-Time   | <b>Effective Date:</b>     | 03/24/2026   |
| <b>Indian Child Protection Background:</b> | No  | <b>Revised Date:</b>       | 03/24/2026   |
| <b>Telecommute:</b>                        | No  |                            |  |

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Fully uphold all principles of confidentiality.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

Under minimal supervision, the Compliance Auditor I is responsible for minimizing risk and assisting with regulatory, compliance, and data reporting activities and risk and quality management. The Compliance Auditor I position I is responsible for completing internal audits that address operational, compliance, financial, regulatory and data reporting associated with risk and quality management. This position will play an important role in assessing the efficiency and effectiveness of business process internal controls and providing recommendations for improvement. This position maintains a comprehensive risk management and quality management program including developing, monitoring, and evaluating risk, as well as assuring that all regulatory reporting requirements are met, including slot auditing and gaming license background checks. This position provides opportunities to conduct both mandated and risk-based audits, with potential to focus more on one area as assigned.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Conduct thorough internal audits across various departments, focusing on compliance with NIGC MICS, GAAP (Generally Accepted Accounting Principles), and other regulatory frameworks.
2. Evaluate the effectiveness of internal controls.
3. Perform risk assessments to pinpoint vulnerabilities in financial processes and develop mitigation strategies.
4. Review financial reports, journal entries, and general ledger transactions to ensure accuracy and integrity.

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5. Assist in external audits by providing detailed documentation, analysis, and support for auditors' inquiries.
6. Develop and implement audit plans, including testing procedures for internal controls related to gaming accounting, tax compliance, and financial reporting.
7. Utilize accounting software and financial analysis tools to streamline audit processes and enhance data accuracy.
8. Complete audits independently and in accordance with departmental and the Institute of Internal Audit (IIA) professional standards.
9. Analyze operational data and identify patterns, control gaps, deficiencies, anomalies, or risks that warrant further investigation.
10. Prepare timely and accurate documentation of audit findings to address overall condition, cause and effect.
11. Provide recommendations on the development or enhancement of internal controls based on audit findings.
12. Maintain confidentiality of audit information and results.
13. Participate in continuous risk assessment and audit planning activities by identifying emerging risks, or operational areas that may require review.
14. Complete special projects assigned by management.
15. Represent the Internal Audit department in a professional manner.
16. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Two years of experience in internal auditing within financial services or related industries, with a strong understanding of GAAS (Generally Accepted Auditing Standards).
  - Two years of solid knowledge of corporate accounting principles, technical accounting standards, and regulatory reporting requirements.
  - One year of experience with gaming accounting environments is highly desirable.
  - One year of experience in risk management.
  - One year of experience in internal control, auditing, risk management, or related roles or equivalent.
- Education:
- Bachelor's degree in accounting, Finance, Business Administration, or a related field.
  - Two years of experience will be substituted for education requirement.
- License/Certification:
- Must complete NIGC training within 1 (one) year of employment date.
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Strong knowledge of fund accounting, financial services industry and compliance functions.
  - Ability to build and develop working knowledge of applicable Tribal compliance industry regulations.
  - Knowledge of legal, regulatory and industry standards to understand and enforce compliance in a Tribal gaming organization.
  - Analytical skills to identify and assess risk in various business operations, as well as to develop and implement effective strategies to mitigate them.
  - Excellent organizational skills to manage multiple projects simultaneously, while ensuring accuracy and attention to detail.
  - Strong communication skills to effectively explain complex regulations to various stakeholders and to liaise with regulatory bodies.
  - Problem-solving skills to resolve compliance issues and discrepancies that might arise during audits or operations.
  - Technical skills to use various compliance software tools and databases efficiently.
  - Interpersonal skills to collaborate effectively with different departments within the organization and build positive relations with external regulatory bodies.
  - Strong analysis skills with the ability to interpret complex financial concepts and identify discrepancies or risks.

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- Proficiency in accounting software, financial software systems, and general ledger accounting tools.
- Excellent written communication skills for financial report writing and documenting audit findings.
- Demonstrated ability to perform internal audits with attention to detail while maintaining momentum on multiple projects. Embark on a career that empowers you to make a tangible impact through rigorous analysis, strategic insights, and unwavering integrity. We are committed to fostering an environment where your expertise drives continuous improvement while supporting your professional growth in the vibrant world of financial management.
- Knowledge of legal requirements and controls (e.g. Anti-Money Laundering, or AML).

### PREFERRED QUALIFICATIONS

- Previous experience in internal auditing within financial services or related industries, with a strong understanding of GAAS (Generally Accepted Auditing Standards).
- Solid knowledge of corporate accounting principles, technical accounting standards, and regulatory reporting requirements.
- Experience with gaming accounting and Tribal gaming industry is highly desirable.
- Strong analysis skills with the ability to interpret complex financial concepts and identify discrepancies or risks.
- Proficiency in accounting software, financial software systems, and general ledger accounting tools.
- Excellent written communication skills for financial report writing and documenting audit findings.
- Demonstrated ability to perform internal audits with attention to detail while maintaining momentum on multiple projects. Embark on a career that empowers you to make a tangible impact through rigorous analysis, strategic insights, and unwavering integrity. We are committed to fostering an environment where your expertise drives continuous improvement while supporting your professional growth in the world of audit management.

### WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are several deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

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## *Position Description*

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|---------------------------|---|
| Confidentiality:          | All employees must fully uphold all principles of confidentiality. This position may have access to sensitive information, and a breach of these principles will be grounds for immediate termination.  |
| Background Investigation: | This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position. |
| Drug Screening:           | All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.   |

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at [www.boisforte.com/employment](http://www.boisforte.com/employment) to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**