



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE:** Internal Auditor

**OPEN:** September 18, 2024

**EXEMPT:** Yes

**SALARY:** (13) \$46.10-\$51.92/hr. DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full Time

**CLOSES:** October 9, 2024

**JOB CODE:**

**DIVISION:** Policy

**DEPARTMENT:** Treasurer

**SUPERVISOR:** Treasurer

**VACANCIES:** 1

**JOB SUMMARY:** Under the administrative direction of the Treasurer, the Internal Auditor shall be responsible for reviewing internal controls to ensure that Tribal/Grant funds are expended and obligated in compliance with the requirements of Title 28 of the Lummi Codes of Law, pertinent Council policies and Federal, State or Local regulations. The Internal Auditor is responsible for providing the LIBC Treasurer with requested periodic financial reports on all Tribal Entities under the Budget Authority of the Lummi Nation. Financial and informational data are to be explained in a clear and understandable format. The Internal Auditor shall perform all audits and reviews of various operations and chartered entities to ensure compliance with Tribal policies and to assist the Treasurer in safeguarding the assets of the Lummi Nation. The Internal Auditor is to observe and report unless directed otherwise by the LIBC Treasurer.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Shall assist the Treasurer with the full implementation, administration and enforcement of the Lummi Nation Fraud, Waste & Abuse Policy through:
  - Conducting Fraud, Waste and Abuse audits and assist the Lummi Nation Police Department with investigations when directed.
  - Provide testimony in tribal court when warranted.
  - Shall be responsible for ensuring that when federal law requires written disclosure of Fraud, Waste and Abuse that such disclosures are timely.
2. Perform reviews and internal audits of various operations, included chartered entities to ensure compliance with Tribal policies and to safeguard the assets of the Lummi Nation.
3. Work with Chief Financial Officer on financial analysis, planning, control, and reporting systems that adequately monitor and provide financial insight into the operation of LIBC'S organization/ entities and present recommendations to the Treasurer.
4. Assist the Treasurer in recommendations to strengthen Title 28 enforcement.
5. Work directly with the Treasurer in monitoring and reporting of the financial affairs for the Tribe.
6. Analyze financial statements for audits of various operations included chartered entities, to ensure compliance with Tribal policies and to safeguard the assets of the Lummi Nation.

**MINIMUM QUALIFICATIONS:**

- Bachelor of Business Administration (Accounting or Finance); Master of Business Administration degree, *preferred*.
- Must be a Certified Public Accountant (CPA)
- 3 Years' experience working within a Tribal Government in a high-level financial capacity.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to perform internal audits and prepare the necessary audit work papers and reports.
- Knowledge of Medicaid regulations and third-party billing practices is highly desirable.
- Ability to handle multiple tasks and balance conflicting deadlines when required.
- Possess leadership, guidance, and development skills of computerized accounting systems.
- Ability to develop and recommend financial policies and procedures for strengthening the administration of the annual budget consistent with the Lummi Nation Budget & Finance Code.
- Ability to effectively communicate verbally and electronically with excellent presentation skills.
- Ability to design and present complex information in the form of simplified, easy to understand reports and informational documents.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires Criminal Background Check.

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.