



EMPLOYMENT OPPORTUNITIES

Job Title: Tax/Revenue Auditor

Closing Date: 02/02/2026

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 26-075-3

Job Type: Full-Time Regular

Department: Revenue Internal Audit

City: Sacaton, AZ

Location: 525 W. Gu U Ki

Area of Interest: Internal Audit

Salary Rate: \$62,549.00-\$105,749.00

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

The Taxation/Revenue Auditor will be responsible for performing tax and revenue audits on vendors who submit revenue to GRIC and GRIC entities who allocated revenue to GRIC. The Taxation/Revenue Auditor conducts financial analysis on TPT, Tobacco Tax and other tax revenue based on financial records of GRIC entities and Gaming Enterprises.

ESSENTIAL FUNCTIONS:

- Work independently, on-site, to conduct tax and revenue audits of entities conducting business with the Gila River Indian Community ensuring accurate reporting and compliance with Community Tax Laws and Regulations.
- Create an annual risk assessment for taxation audits, compiling the documented high-risk areas into a Tax Audit Plan. The Audit plan will be provided to the Audit Director for approval.
- Assist with compliance, financial, and operational audits for the GRIC entities and Gaming Enterprise, consistent with the Institute of Internal Auditors (IIA) Standards and the International Professional Practices Framework (IPPF). Also, determine if effective and efficient internal controls are in place functioning properly.
- Perform independent tax audits of vendors who conduct transactions within GRIC to ensure accurate revenue is submitted to GRIC. The tax audits will include tobacco retailers, alcohol generated events, and vendors who submit a TPT, to ensure they are in compliance with the Title 13 Ordinance and certain Arizona tobacco statutes.
- Perform independent revenue audits on GRIC entities and Gaming Enterprise to ensure revenue allocated to GRIC is based on allocation agreements.
- Develop monitoring and reporting procedures for tax audits and revenue audits to ensure analysis is documented and readily available.
- Assist Audit Director in planning, scheduling, implementing and finalizing all tax audits and financial analysis of revenue projects.
- Communicate to Finance Department tax audits, TPT errors and revenue issues to be resolved to include documenting all communication edits or justifications for the quarterly report.

- Conduct analysis on financial records for GRIC entities and Gaming Enterprise to provide reasonable assurance the financial records are in accordance with GAAP, GASB, FASB, and GAS.
- Conduct training for internal audit staff to ensure components of accounting practices (e.g GAAP, GASB, FASB, GAS, etc.).
- Assist in training new auditors in financial accounting practices and in gaining in-depth insight into spending practices for entities and enterprises, allowing for a more comprehensive and objective audit review.
- Assist in the Internal Audit Department GRIC VITA Program.
- Perform other duties related as assigned.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Extensive knowledge in Arizona Revised Statutes Title 42-Taxation; Gila River Indian Community Ordinance Title 13 and US Supreme Court cases regarding Laws & Taxation in Indian Country.
- Extensive knowledge and ability to train in government and federal regulations as follows:
 - Accepted Accounting Principles (GAAP)
 - Generally Accepted Auditing Standards (GAAS)
 - Government Accounting Standard Board (GASB)
 - Financial Accounting Standards Board (FASB)
 - Code of Federal Regulations (CFR)
- Extensive knowledge and ability to train in accounting and auditing in government and government entity setting.
- Extensive knowledge and ability to train internal control standards in government and enterprise setting.
- Extensive knowledge in Microsoft Word, Excel, Access and PowerPoint.
- Ability to interpret and apply Federal, State, GRIC Laws, Rules and Regulations to conduct audits.
- Ability to train other in applying Federal, State, GRIC Laws, Rules and Regulations to conduct audits.
- Ability to analyze and train others in automated financial reporting systems such as Revenue & Expense Reports, Trail Balances, Balance Sheets, and Income Statements to ensure entities are operating at the level that can provide revenue to GRIC.
- Ability to problem solve and have excellent presentation and written skills.
- Ability to work independently and complete work within required deadlines.
- Ability to adhere to confidentiality, code of ethics, and objectivity as stated in IIA standards.
- Ability to perform all physical requirements and may be exposed to outside and smoking environments.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in Accounting, Finance, or related field and three (3) years' experience in tax auditing, and three (3) years of general accounting or auditing experience.

ADDITIONAL REQUIREMENTS:

- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**
- Required to qualify and maintain a State Gaming License (to review financial records of the Gaming Enterprise).

Non-Supervisory, Salaried Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org