



**SECTION:**                    **JOB DESCRIPTION**  
**SECTION NO:**           **CORPORATE**  
**SUBJECT:**                 **INTERNAL AUDIT MANAGER**  
**EFFECTIVE DATE:**     **04/01/2024**  
**REVISED DATE:**       **04/01/2024**

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**REPORTS TO:** President and Chief Operating Officer

**RESPONSIBILITIES**

1. Plans and performs audit assignments.
2. Examines and evaluates adequacy of internal controls.
3. Assesses degree of compliance with internal controls and standards of applicable regulatory agencies.
4. Prepares audit reports and conducts audit-closing conference.
5. Prepares annual audit schedule consistent with regulatory guidelines.
6. Develops audit programs for each casino property tailored to applicable regulations.
7. Performs observations of operations, reviews documents and interviews personnel to determine level of compliance with regulations, Internal Controls and operational efficiencies.
8. Documents results of audit work and recommends improvements to procedures to ensure compliance and enhance operations.
9. Prepares audit reports to include audit findings, recommendations and corrective action proposed or implemented by management.
10. Completes audit file and referencing work papers to audit program.
11. Submits completed reports to applicable regulatory agencies by prescribed deadlines.
12. Maintains departmental files.
13. Provides required information to external and regulatory auditors.
14. Other duties as requested by management.

**EDUCATION AND SKILLS REQUIRED:** Prefer Bachelor’s degree with emphasis in accounting or related field, as well as prior accounting and auditing experience. Must have casino experience. CIA/CPA or candidate for certification preferred. Should have strong organizational skills and be proficient in the use of Word and Excel.

**CERTIFICATION/LICENSES:** Mississippi Gaming License REQUIRED.

**PHYSICAL REQUIREMENTS:** The following activities are normally required:  
Sitting, standing, bending, stooping, reading, reaching and talking for long periods.

To apply, please email your resume to: [kneal@treasurebay.com](mailto:kneal@treasurebay.com)