Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

"AN EQUAL OPPORTUNITY EMPLOYER"

POSTING DATE: 11/20/2026

CLOSING DATE: 12/13/2026

CLASS TITLE: Auditor,
Bureau of Gaming Operations

POSITION #:

LOCATION: Commonwealth Tower 10th Floor
Strawberry Square
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE: AFSCME

WORK HOURS: 8:30 – 5:00
(Telework Options Available
Within the Commonwealth of PA Only)

PAY SCALE GROUP - 6
Salary begins at - $53,008
(Non-Negotiable, Pay Rules Apply to Existing Commonwealth Employees)

DEFINITON:

This is auditing work under the direction of the Pennsylvania Gaming Control Board (PGCB or Board) Audit Manager. This position is responsible for performing compliance and financial related audits of slot machine licensees consistent with the licensees' internal control systems and audit protocols, the Pennsylvania Race Horse Development and Gaming Act, PGCB regulations, and technical standards.

An employee in this class mainly performs compliance audits of slot machine licensees to determine compliance with prescribed standards and performs various audits of accounting records of licensees as required. Audits will relate to statutory compliance and general accounting practices for a single licensee. The employee may work alone under supervision, or as a member of an audit team. Supervision is received from the Audit Manager who reviews work through conferences and a review of written reports. Contact with licensees comprises an important part of the work. Fieldwork is ordinarily performed independently within the outlines of established policies and procedures and an approved audit program.

EXAMPLES OF WORK: *(NOTE: The examples of work are representative of the work, but every position classification to this job may not perform all examples of work listed. Conversely, this is not an all-inclusive list of work examples.):*

Perform audit testing to ensure that licensees are in compliance with policies, procedures, internal controls, regulations and applicable laws.

Perform audit testing to make the determination of the accuracy of all documentation generated by licensee departments.

Monitor the property/licensees' operations identifying potential auditing concerns.

Interpret controlling laws and regulations affecting the operations of licensee being audited as applicable to audit program.

Conduct interviews, review documents, develop and administer surveys, compose summary memos.

Perform audit testing and analyze the operational practices of casino licensees and prepare audit observation reports for review by higher-level auditors.

Participate in the audit process involved in auditing and analyzing financial transactions and accounts, financial statements and applicable agreements, contracts, and regulations pertaining to licensees for compliance with regulations as prescribed by the audit program.

Make suggestions and recommendations, as appropriate, for improvements to policies, procedures, for the PGCB and licensee.

Facilitate the flow of information to audit supervision by attending regularly scheduled departmental meetings.

Held accountable for the accuracy and thoroughness of audit fieldwork work papers, records, and reports.

Identify, develop, and document audit issues and recommendations using independent judgment concerning areas being reviewed.

KNOWLEDGES, SKILLS, AND ABILITIES (Preferred):

Ability to maintain strict confidentiality.

Ability to organize and maintain electronic and physical files and prepare working papers under supervision of a lead auditor.

Knowledge of Microsoft; Word, Excel, Access and other software.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and interpret mathematical concepts such as probability and statistical inference.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Must possess excellent communication, organizational, and analytical skills.

Ability to work well in team centered environment with or without immediate supervision.

Demonstrate the ability to acquire the necessary skills to multi-task with capacity to change priorities quickly when required.

Possess fundamental observation, interview, verbal and writing skills.

Ability to travel to licensed gaming facilities within the Commonwealth of PA.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor’s in Accounting, Business, or Finance;

OR

Four (4) years of accounting and/or auditing experience with fifteen (15) college level credits in accounting;

OR

An equivalent combination of experience and/or training.

BASIC ESSENTIAL JOB FUNCTIONS:

Ability to operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.

Ability to communicate verbally and in writing in the English language.

Ability to follow verbal and written instructions.

Ability to interpret and apply policies and procedure.

Ability to operate an automobile.

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to pgcbjobapplicant@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at www.gamingcontrolboard.pa.gov Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

CONTACT PERSON: PGCB Human Resource Office
ADDRESS: 303 Walnut Street
Harrisburg, PA 17101
TELEPHONE: (717) 346-8300 **E-MAIL:** jbott@pa.gov