



JOB DESCRIPTION

POSITION TITLE: Compliance Officer
DEPARTMENT: Gaming/Compliance
SALARY: DOQ
POSTING DATES: 10/4/2021-10/18/2021

POSITION SUMMARY: Assist the Compliance Director with auditing and analyzing internal control requirements in accordance with the National Indian Gaming Commission's/Spirit Lake Casino & Resort's Minimum Internal Control Standards (MICS), the Spirit Lake Casino & Resort Policies and Procedures, Federal, State and Tribal Laws.

ESSENTIAL JOB FUNCTIONS: *The list that follows is not intended to be comprehensive: it is intended to provide a representative summary of the major duties and responsibilities. Employee will be required to follow any other job-related instructions and to perform any other duties requested by his or her supervisor.*

- Ensures confidentiality of all information in the Compliance Department including, but not limited to applications, employees, information from federal, tribal or state law enforcement and state gaming office.
- Shall conduct audits according to the generally accepted and Tribally approved National Indian Gaming Commission's Minimum Internal Control Standards and Spirit Lake Casino & Resort Internal Control Systems.
- Maintains control over access to sensitive areas of gaming devices.
- Conducts testing of gaming devices computer control programmed storage media for verification of validity and authorized programming.
- Monitors shipping, receiving, installation, relocation, removal, storage, etc. for gaming devices for security and compliance with applicable laws and regulations. Ensuring accurate records are maintained.
- Inspects all gaming equipment and supplies for integrity and compliance technical standards.
- Monitors other non-gaming departments and personnel activities and transactions for compliance.
- Writes reports and conducts necessary follow-up on observed violations or deficiencies.
- Inspects and monitors facility compliance with all environmental, health and safety regulatory requirements.
- Performs other duties as assigned by the Compliance Director.

Relationship to Other Positions and Entities:

The Compliance Department operates independently of all other departments and has no responsibility for, or authority over any of the activities it reviews. It has the authority to conduct necessary audits to fulfill its functions and responsibilities described above.

JOB REQUIREMENTS:

Education, Experience, and Certifications:

- Two-year degree and/or background in accounting and business management.
- Gaming experience preferred.
- Must be able to obtain gaming license.
- Strong verbal and written communication skills preferred.
- Position required the ability to work irregular hours.

EMPLOYMENT STATUS:

This is full-time, non-exempt position with full benefits Native American preference applies.

