



## JOB DESCRIPTION

**POSITION TITLE:** BSA/Title 31 Compliance Officer  
**DEPARTMENT:** Accounting  
**SALARY:** DOQ  
**POSTING DATE:** 11/5/24-11/15/24

**GENERAL DESCRIPTION:** This position will perform numerous accounting and purchasing duties. The position requires a high level of confidentiality.

**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.*

- Responsible for developing, implementing, administering and maintaining all aspects of Bank Secrecy Act/Anti-Money Laundering Program.
- Responsible for the overall Title 31 compliance for the company, which includes but is not limited to training for all employees, retaining proper records, monitoring daily activity, filing CTRs and SARs with FinCEN
- Reviews W2-Gs daily to ensure accuracy.
- Assists the Payroll Clerk with preparation of weekly payroll.
- Reviews all accounts payable checks after processing/before mailing to match check with purchase order and invoice for accuracy; to insure proper authorized signatures are in place; to ensure no duplication occurs; and to ensure checks are mailed on a timely basis.
- Assists in recapping travel advances by verifying accuracy of dollars and ensuring proper travel documentation is provided.
- Assists in maintaining the list of prize winners by ensuring complete information is turned in and the list of winner information is updated.
- Prepares and processes purchase orders in the absence of the Purchasing Manager.
- Assists the Purchasing Manager in the monthly shelf stock inventory.
- Records and reconciles Gift Certificates and Grocery Store Gift Cards.
- Records daily Progressive Liability amounts from gaming machines and tracks progressive jackpots paid.
- Reports Propane Resale Tax and Marina Resale Gas Tax monthly
- Types Accounting Department's memos and forms.
- Assists with updating the Accounting policies and procedures handbook.
- Maintains month end files for financial data.
- Other duties as may be assigned.

**QUALIFICATIONS:**

- Working on a two-year degree in Accounting or Business preferred.
- Must be able to pass background investigation.
- Excellent typing skills with accuracy.
- Proficient in word processing and spreadsheet applications.
- Must be flexible and have well-developed interpersonal skills.
- Majority of work is performed in an office environment. May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be exposed to second-hand smoke.

**EMPLOYMENT STATUS:**

Permanent, full-time position. 40hours plus as required. Salary: DOQ Includes full benefits, health insurance, retirement and personal time off. Tribal and Indian preference apply.