



JOB DESCRIPTION

POSITION TITLE: BSA Compliance Officer
DEPARTMENT: Compliance
SALARY: DOQ
POSTING DATE: 1/3/25-1/24/25

GENERAL DESCRIPTION: The Title 31 Compliance Officer ensures that Spirit Lake Casino complies with all applicable federal, state, and tribal regulations related to anti-money laundering (AML) and Title 31 of the Bank Secrecy Act (BSA). This position plays a critical role in preventing illicit financial activities by developing, implementing, and monitoring AML programs, conducting training, and ensuring timely reporting and record-keeping.

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.*

- Develop, implement, and maintain the casino's Title 31 compliance and AML programs.
- Conduct regular risk assessments to identify vulnerabilities in operations and recommend mitigating measures.
- Ensure the casino remains compliant with all Title 31 and AML requirements, including Currency Transaction Reports (CTRs) and Suspicious Activity Reports (SARs).
- Monitor transactions for suspicious activity and ensure accurate and timely reporting of CTRs and SARs to the Financial Crimes Enforcement Network (FinCEN).
- Maintain and update required records in compliance with retention policies.
- Conduct periodic audits to ensure adherence to internal and external compliance standards.
- Develop and deliver training programs to staff on Title 31 and AML compliance requirements.
- Promote a culture of compliance and ensure all employees understand their reporting obligations.
- Communicate with regulatory agencies, auditors, and law enforcement as needed.
- Work closely with department heads, legal counsel, and external advisors to address compliance matters.
- Draft and revise compliance policies, procedures, and controls to align with evolving regulations and industry standards.
- Ensure the casino's AML program is reviewed and updated at least annually.
- Investigate and document incidents of non-compliance or unusual activity.
- Recommend corrective actions and ensure follow-up implementation.
- Other duties as may be assigned.

QUALIFICATIONS:

- Two-year degree in Finance, Criminal Justice or Business preferred. (Or relatable Field)
- Minimum of 3–5 years in compliance, auditing, or AML roles, preferably in the casino or gaming industry.
- Familiarity with Title 31, BSA, and AML regulations.
- Strong analytical and investigative skills.
- Proficiency in compliance software and data analysis tools.
- Excellent communication and interpersonal skills.
- High attention to detail and ability to handle confidential information responsibly.
- Certifications: CAMS (Certified Anti-Money Laundering Specialist) or similar certification preferred.
- Commitment to staying updated on regulatory changes and industry best practices.
- Must be able to obtain and maintain a gaming license per regulatory requirements.

EMPLOYMENT STATUS:

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