

Position: Compliance Officer
Department: Gaming
Supervisor: Executive Director
Supervises:
FLSA Status: Exempt

Position Summary:

Duties and Responsibilities:

- Ensures compliance with Minimum Internal Controls of the Nation Indian Gaming Commission and Tribal Internal Controls.
- Provides training to staff on Internal Controls.
- Observes soft count and hard count.
- Minimum bankroll verification.
- Monitors cash counts and casino cage reconciliation.
- Monitors gaming machine installs, modifications and removals.
- Prepares reports and reviews findings with the Gaming Commission and casino management.
- Reviews Compliance with the Bank Secrecy Act.
- Completes other duties and special projects as required.

Knowledge, Skills, and Abilities:

- Ability to obtain a gaming license from the Sac and Fox Gaming Commission.

Education and Experience:

- College degree preferred.
- Compliance/Regulatory experience and knowledge of casino operations preferred.

Employee's Signature

Date

Supervisor's Signature

Date