

COMPLIANCE OFFICER

The Casino Compliance Officer is responsible for assisting in the process of developing, implementing, and monitoring compliance with casino internal controls and procedures as to ensure compliance with Federal and State regulations.

- Works with the casino departments to research and write appropriate and efficient internal controls and procedures
- Maintains accurate, detailed records of Internal Control activity.
- Serves as a resource for casino departments in addressing compliance issues.
- Provides ongoing compliance reporting to Casino Compliance Management.
- Performs risk assessments and develops compliance audit programs.
- Executes compliance audit programs, and summarizes findings in a clear and concise written report.
- Develops and coordinates compliance training materials/programs.
- Drafts written responses to Internal and External Audit reports.
- Investigates and assists in resolving issues of compliance.
- Maintains a working knowledge or relevant gaming issues and regulations of Internal Controls. Title 31, Regulation 22 and Regulation 26.

Skills/Duties:

- High school diploma or equivalent
- Minimum of 1 years experience in audit, regulatory compliance, or equivalent position that includes responsibility for implementation and testing of internal controls.
- Working knowledge of general accounting, auditing and internal control standards/principals and investigational techniques.
- Has thorough knowledge and comprehension of all relevant policy, law and regulation
- Ability to review operational areas, identify key internal controls, and draft sound, effective and operationally efficient internal control procedures that comply with all applicable laws and regulations.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and devise effective solutions.
- Good verbal, listening and written communication skills with the ability to present information (including facts, analysis, conclusions, opinions and ideas) in a clear concise and effective manner.
- Ability to exercise good judgment at all times.
- Self-motivated with the ability to work successfully on his/her own.
- Must be able to work and shift of any day to ensure effective operation of the department.
- Ability to respond to inquiries, complaints, or requests from various internal and external parties in a professional manner.
- Solid management and organizational skills.
- Ability to compose detailed, concise and accurate documents, such as reports, policies, procedures and correspondence.
- Adherence to strict confidentiality in all matters.
- Proficiency with Word, Excel, Internet and e-mail.

Salary: TBD