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# LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

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## HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969  
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## JOB VACANCY

**POSTED: OCTOBER 3, 2017 DEADLINE: OCTOBER 12, 2017**

**POSITION:** Compliance Officer

**DEPARTMENT:** Administration

**SUPERVISOR:** Resort General Manager

**LOCATION:** Resort

**EMPLOYMENT:** Full-Time/Part-Time

**SALARY/PAY RATE:** Pay Grade 13 (\$14.00 - \$18.23)

### **DESCRIPTION:**

Responsible for assisting in the process of developing and implementing effective internal controls and monitoring compliance with applicable Resort policies and procedures, internal controls and regulations. Responsible for documenting compliance reviews and results of reviews.

### **RESPONSIBILITIES:**

- Provide excellent Guest Service to guests, internal and external through active guest engagement and positive attitude.
- Carry out managerial responsibilities in accordance with the organization's policies and applicable laws.
- Ensure that all departments are in compliance with all applicable laws and regulations.
- Oversee the development, maintenance, implementation, and revision of policies and procedures for the operation of organization's compliance and internal audit programs.
- Ensure accurate preparation and timely filing of all reports required by government or regulatory agencies.
- Develop and maintain a high degree of knowledge of casino regulatory requirements; best practices in risk-averse security procedures; and company

- accounts, financial processes, systems, policies, and procedures. Maintain technical proficiency with Generally Accepted Accounting Principles (GAAP) and auditing standards, trends, and best practices.
- Establish, update, and ensure full compliance with departmental Internal Controls, policies, procedures, and regulations.
  - Maintains a working knowledge of casino operations and relevant gaming issues, regulations, and minimum internal controls.
  - Perform other duties as assigned.
  - Plan, develop, implement and monitor the organization's Title 31 Anti-Money Laundering Compliance Program to include but not limited to risk assessments.
  - Planning, organizing, and direction day-to-day activities that affect the Resort programs.
  - Ensures management is notified of deficiencies and performs follow up to ensure corrective action is implemented in a timely manner.
  - Serves as a resource for casino departments in addressing compliance issues.
  - Prepares monthly, quarterly, and annual reports; maintains proper documentation to conform with record-keeping requirements of Resort.
  - Manages files and reports.

#### **MINIMUM QUALIFICATIONS:**

- Must have a High School Diploma, or GED
- Experience in Accounting or Internal Audit
- Experience in Accounting, Auditing or Surveillance
- Must pass background checks and other pre-employment screenings.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in Business (or closely related field) or 4 years of experience in Regulatory Compliance or Internal Audit.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

#### **OUR MISSION**

Our Mission is to provide an exceptional and memorable experience to every Guest, every time. Each Team Member will demonstrate a high level of professionalism, provide a safe, clean and entertaining experience for all Guests, internal and external.

Integrity, Service, Professionalism, Value. This is our **PROMISE**.

**Date Approved by the Tribal Council: September 28, 2017**