



**Cow Creek
Gaming & Regulatory Commission
Position Description**

Position Title: Compliance Auditor I

Department: Gaming Commission

Reports To: Internal Audit Manager

FLSA Designation: Non-Exempt

Date Written/Revised: 03/2018

PURPOSE:

Compliance Auditor is responsible conducting internal audits on regulatory and compliance related audits/reviews for the Cow Creek Gaming & Regulatory Commission (CCGRC). This position will audit, analyze and test current Seven Feathers Casino Resort (7F) operating and financial procedures and systems to ensure compliance with established policies and procedures, CCGRC minimum internal controls (MICs), Tribal/State Compact and MICs and all applicable National Indian Gaming Commission (NIGC) MICs and regulations.

ESSENTIAL FUNCTIONS:

- Maintain a high level of understanding of all Tribal, State and Federal rules and regulations.
- Maintain a high level of understanding of the Title 31 Anti Money Laundering Requirements as well as keep current with any new regulations.
- Immediately identify violations of the Tribal/State Compact, CCGRC, State and NIGC MICs, 7F policy and procedures and report them to applicable management for a timely resolution.
- Compare written systems of MICS and/or internal controls to policies and procedures and to actual control procedures being utilized.
- Perform compliance testing and/or interviews of various departments to determine if the reporting and recording procedures are adequate and accurate.
- Perform independent audit to ensure the casino complies with Tribal, State, Federal rules and regulations, and Title 31 regulations.
- Prepare documentation and reports of audit for all work performed including all instances of noncompliance.
- Properly and clearly, communicate both verbally and written Report of Audits, audit findings, and recommendations to Internal Audit Manager, Executive Director, and Casino Management.
- Follow up with inquiries, observations and examinations to verify corrective action has been taken regarding all instances of noncompliance.

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- Coordinate, communicate and assist the Oregon State Police Tribal Gaming Section in their regular monitoring duties and the annual compact compliance review.
- Coordinate, communicate and assist NIGC on any required reviews, audits, investigations.
- Maintain confidentiality with verbal, written and electronic information. Limit access to information on a job-related, need-to-know basis.
- Ability to recognize and report the need of an internal investigation within the organization; plan, execute and report findings to the Internal Audit Manager and Executive Director.
- Special projects as assigned by the Internal Audit Manager and/or Executive Director.

QUALIFICATIONS:

- Bachelor's Degree in Accounting, Business Administration, or related field required.
- In lieu of a Bachelor's Degree, a demonstrated ability to perform the duties of the job through a combination of education, training, and two (2) years of auditing experience.
- Proven competency in written and verbal communication skills.
- Advanced skills in MS Word, Excel, Outlook, Publisher and PowerPoint.
- Ability to work under pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Ability to work all shifts in order to fulfill position requirements.
- Excellent interpersonal and organizational skills.
- Must be 21 years of age or older.
- Current and valid Oregon Driver's License with the ability to qualify for the UIDC's Drivers Program.
- Must have the ability to obtain a Class III Gaming License.

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