

**COMANCHE NATION GAMING COMMISSION  
JOB DESCRIPTION**

**Position Title:** Compliance Auditor

**FLSA:** Non-Exempt

**Reports To:** Compliance Director

**Supervises:** N/A

**Summary of Position:**

Responsible for compliance and administration of all federal, state, and tribal gaming laws and regulations. Regulates adherence to all regulatory, departmental, and casino policies and procedures, including the tribal internal control standard (TICS) and minimum internal control standard (MICS). Conducts audits to assess adherence of the TICS and MICS.

**Job Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Adheres to all CNGC policies and procedures.
- Fosters and maintains positive staff relations.
- Develop CNGC policy, procedures, and regulations to ensure compliance with federal, state, and tribal regulations and laws.
- Maintains communication between the Compliance Personnel and the Executive Director and the Gaming Commission.
- Reports all incidents to the Executive Director as recorded by the Compliance Personnel.
- Maintains all department files.
- Analyzes Internal Audit results.
- Collects information from Compliance Personnel and compiles into reports for review by the Executive Director and/or the Casino Management.
- Maintains communication between the Executive Director and the Casino Management regarding compliance issues.
- Reviews new or changed Casino policies and procedures to ensure compliance with the Tribal, NIGC, and Compact any other applicable regulations and laws.
- May perform functions of subordinate positions as required and other duties as directed by the Executive Director and the Gaming Commissioners and Agents.
- Ability to analyze and interpret numerical data, including statistical information.
- Ability to effectively present information in one-to-one and small group situations

to Casino Management, Gaming Commission, Gaming Agents, other Commission Associates and to General Council at designated General Council meetings.

- Must have working knowledge of Casino games offered.

### **Qualifications and Requirements:**

#### Required:

- High school diploma or general education degree (GED)
- Must be 21 years of age
- Computer skills including word processing and spreadsheet programs.
- Must have good English speaking and writing skills.
- Must be able to express own opinion in an intelligent and logical manner.
- Must be able to produce organized and clear reports
- Ability to maintain high confidentiality
- Valid Driver's License and be insurable on company's policy
- Must be available to be reached at all times to handle or address issues
- Must be willing to work weekends, holidays and nights; must be willing to be on call

#### Preferred:

- 4-year college degree, and a minimum of four (4) years of management experience; or equivalent combination of education and experience.
- Working knowledge of the Comanche Nation Tribal Gaming Ordinance, NIGC regulation, and Oklahoma Tribal-State Compact.
- Strong organizational, prioritizing and record keeping skills.
- Strong project management skills.
- Ability to maintain visual attention and mental concentration for significant periods of time.
- Must have professional demeanor and appearance.
- Ability to perform assigned duties in highly interruptive conditions.

### **Supervisory Duties and Responsibilities:**

- Responsible for the overall direction, coordination, and evaluation of CNGC Compliance department.
- Manages all employees assigned to the CNGC Compliance Department.
- Monitors performance of subordinates, ensuring adherence.
- Responsible for the scheduling of direct reports.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include assisting in interviewing, hiring, orienting, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving

problems.

### **Working Environment and Conditions**

Performs duties in a well lighted, ventilated and temperature controlled office environment. Extensive computer use.

Gaming floor environment including flashing lights, frequent loud noises and cigarette smoke. Must be willing to work any hours and/or shift, as assigned, according to business needs.

### **Licensing Requirements:**

Must be able to obtain and maintain a Comanche Nation Gaming Commission (CNGC) Key License.

### **Confidentiality**

All CNGC employees must abide by Commission confidentiality policies. The release or divulging of any information obtained during the course of the job will be considered a breach of confidentiality and will be cause for immediate termination.

### **Disclaimer and Conditions of Employment**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

All CNGC employees are responsible to ensure that their designated operations are in compliance with Tribal policies, IGRA, State compact and Tribal, Federal, and State gaming regulations.

Conditions of employment with the CNGC include passing a pre-employment drug test, a background investigation to secure a gaming license and successfully completing a three-month introductory period. Candidates for this position will be required to have dependable transportation available to them. CNGC is an at-will employer.