



13394 W Trepania Road

Hayward, WI 54843

Ph: 715-634-6603 or 715-634-5643 ext. 6603

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POSITION: Compliance officer

POSTING DATE: February 8, 2017

CLOSING DATE: February 23, 2017

SALARY: \$16/\$18 (D.O.Q.)

LOCATION: LCO Tribal Gaming Commission Office Building

SUPERVISION: LCO Tribal Gaming Commission Executive Director

DEPARTMENT: LCO Tribal Gaming Commission

ADMINISTRATION: LCO Tribal Government Personnel Policies and Procedures

Position Summary:

The Compliance officer shall be responsible for ensuring that the Internal Control Manual and Tribal Code of Law of the LCO Tribal Governing Board, as adopted by the LCO Gaming Commission, is adhered to and adequate as per Tribal, State, and Federal Regulations.

Monitors, updates, verifies and reports non-compliance of rules, minimum internal control standards, procedures, laws and regulations of gaming and non-gaming areas as directed.

Investigate and determine gaming disputes, surveillance reports of non-compliance. Verify compliance of corrective action for audits and maintain and test incoming software for verification. Test new games, review proposed policies and procedures for compliance. Assist with investigations of fraud, theft, embezzlement, corruption, and enforces rules, laws and regulations pertaining to gaming operations and other financial/retail areas as may be required.

Protection of gaming and tribal integrity and assets, reports the progress and deficiencies of operations to the Executive Director or designee. Other duties as assigned or as necessary.

Duties and Responsibilities:

- Shall plan, perform and report compliance testing of each gaming, financial and retail areas as required or as necessary.
- Work with Internal Auditor to evaluate and test internal controls for compliance as outlined by the Internal Control Manual on a regular basis.
- Shall investigate and produce reports concerning non-compliance, variances and internal control deficiencies as discovered.
- Shall make recommendations as needed for new or revised internal controls for the organization.
- Shall be responsible to review, report and recommend solutions to deficiencies discovered through audits, surveillance reports and observations.
- Ensure compliance of Tribal Codes, State Compact, Federal Law and other regulations applicable to gaming, financial and retail areas as directed.
- Shall abide by the Tribal Personnel policy and other requirements as directed.
- Ensure Tribal and Gaming integrity.
- Submit Reports to Executive Director or designee in a timely manner.
- Shall perform any other duties as assigned by the Tribal Council, Executive Director or designee.

Qualifications:

- It is desired that candidate will have a minimum of an Associate's Degree in economics, accounting or business. Candidate must be willing to continue and complete education.
- Extensive experience in a casino operation or Law Enforcement will be considered in lieu of a degree.
- Candidate shall be familiar with computer usage and word processing programs.
- Candidate must be able to pass a background check. Preliminary background check will be performed upon receipt of employment application. Must be approved for and maintain a Gaming License.
- Must possess a valid WI Driver's License.

Application Procedures:

Apply at the LCO Tribal Gaming Commission or the LCO Tribal Personnel Department. The selection and hiring process will be performed by the LCO Personnel Committee and LCO Tribal Gaming Commission Operation.

Submit complete LCO Tribal Gaming Commission Employment Application, resume, and at least three (3) personal references, and any other supportive documents. **Tribal Member applicants must provide a signed official document from a federally recognized Tribal acknowledging enrollment.** Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability.

MAIL INFORMATION TO:

LAC COURTE OREILLES TRIBAL GOVERNMENT

ATTN: HOLLY TREPANIER, HR DIRECTOR

13394 W TREPANIA ROAD, HAYWARD, WI 54843

PREFERENCE WILL EXTEND FIRST TO TRIBAL MEMBERS THEN TO OTHER AMERICAN INDIANS WHO MEET MINIMUM QUALIFICATIONS OF THE POSITION. THIS IS ACCORDANCE WITH P.L. 93-638 AND FEDERAL REGULATIONS ON "INDIAN PREFERENCE."