



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

P.O. Box 1899 • Yuma, Arizona 85366-1899

Human Resources Department

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 919-3661

POSITION DESCRIPTION

Position: TGA Compliance Officer

Salary: \$43,268 – \$49,283 Annually

Opening: Wednesday, May 4, 2022

Closing: Open Until Filled

BASIC FUNCTION:

This position reports to the Executive Director and is responsible for the design, development, implementation, execution, and reporting of administrative, fiscal and operational audit systems and programs of the Gaming Operations to ensure that the Tribal assets are protected.

DUTIES & RESPONSIBILITIES:

- Conducts periodic inspections of the financial records of the Gaming facility to verify the accuracy and the reliability of the financial information and that the facility is in compliance with the Gaming Ordinance, the Compact and class III departmental Internal Controls.
- Conducts periodic compliance audits of the class III gaming devices to check for consistency and reasonableness.
- Performs a review of the Gaming Operation Internal Control Policies and Procedures for administrative, fiscal and operational functions as established and approved by the Quechan Tribal Gaming Agency, assessing any weakness or potential problems and establishing corrective action plans when necessary.
- Provides weekly reports to the Executive Director covering class III gaming activities, findings and/or potential findings.
- Provides monthly reports to the Quechan Tribal Gaming Commission and the Tribal Council on all financial aspects and compliance findings of the gaming operation.
- Develops and implements procedural guidelines for the conducted audit system and physical inspections to ensure the integrity of the financial information and the operational efficiency of the facility.
- Prepares and maintains acceptable documentation of information collected and analyzed using a format such as financial or audit work papers, audit reports and audit checklists.
- Interacts with independent external auditors that perform financial and compliance audits of the Gaming facility in order to be knowledgeable about the findings and action plan.
- Perform audit notification to department directors and perform in person review to disclose and review and disclose finding with appropriate Casino Management.
- Perform NIGC Compliance Audit follow-up.

- Perform a review of promotions with disposal or distribution issuance tracking of prizes from all major gaming area of the gaming operation for scrutiny of promotion rules, accounting compliance.
- Perform review of exception reports for all computerized cage systems of transaction and unusual occurrences and compliance with Title 31 entries.
- Perform review of Surveillance visitor and repair logs.
- Perform quarterly unannounced currency counter interface test.
- Perform a review of computerized key security system: add, delete and change users access, reports of users access relative to job duties and computerized key security system report for sensitive areas.
- Perform a review and verification of controlled key inventory; made, issued and destroyed.
- Perform review of authorized personnel system software and application program access/permissions.
- Maintains a perpetual inventory and control of all electronic gaming machines, gaming machine software, and other regulated items critical to public game play.
- Shall assist with review and approval of floor plans and surveillance systems.
- Prepare and manage gaming device action requests (AR's) for clear and concise information released to the Inspection staff via the Chief Inspector.
- Assists with quarterly DOJ Electronic Gaming Device Desk Review.
- Oversees the receipt and release of all regulated gaming software, to include, program chips (EPROMS), flash drives or USB software for use by the slot department or table games.
- Assist in the investigation of disputes or complaints pertaining to gaming as instructed by the Executive Director and provide written documentation of findings.
- Assist in the conduct of all aspects of the position within applicable rules and regulations of the Gaming Code of the Quechan Indian Tribe and California Tribal-State Gaming Compact while maintaining strict confidentiality.
- Conduct inspections of all areas of the Tribal Gaming Facility as required.
- Be observant to any physical hazards and acts and/or omissions that would jeopardize the safety of the patrons and the employees.
- Conduct facility inspection of the Gaming Facility to ensure compliance with the Health and Safety Code, Uniform Building Code, Uniform Mechanical code, Uniform Plumbing Code and Uniform Fire Code to ensure public health, welfare and safety of patrons and employees.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and understand of all forms of Gaming regulated by the Tribal Gaming Agency.
- Knowledge and ability to read, analyze and interpret the Tribal/State Compact, Gaming Codes of the Quechan Indian Tribe, National Indian Gaming Regulations and Gaming Operations Policies and Procedures.
- Knowledge and ability to read financial documents.

- Ability to write reports, clear and concise memoranda, directives, business correspondence and procedural manual.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Knowledge of all departments of the gaming operation, to understand procedures and controls used and recommended changes when necessary.
- Ability to professionally respond to questions from managers, patrons, employees and the public.
- Ability to coordinate organize files work product for quick retrieval of information and prioritize all aspects of this position.
- Ability to perform independent decision making with minimum supervision.
- Ability to carry out verbal and written instructions, handle multiple tasks and meet deadlines.

QUALIFICATIONS:

- Bachelor's degree in Accounting, Finance, Business Administration or related field; or any combination of education and work experience which provides the knowledge; skills and abilities to perform the functions of the position. Certified Public Accountant credentials preferred.
- Three years experience performing fiscal, administrative or operations analysis and audits and two years of work experience involving statistical sampling and drawing inferences.
- Ability to understand all Class II and Class III games.
- Ability to understand all of the Tribal Gaming Ordinances, State Gaming Compact, Policies and Procedures of Gaming and the management concepts of gaming.
- Ability to communicate efficiently and effectively both verbally and in writing.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

350 Picacho Road

Winterhaven, CA 92283

Telephone: (760) 919-3600 Ext. 280

Fax: (760) 572-0515

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hrclerk@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.

