



Job Title: Regulatory Compliance Assistant Auditor
Department: Gaming Commission
Reports to: Regulatory Compliance Lead Auditor
FLSA Status: Non-Exempt
Salary Grade: \$24.21 - \$38.09
Location: Coos Bay/ North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Regulatory Compliance Lead Auditor, this position is responsible for assisting with internal, compliance, and regulatory auditing of the Mill Casino Hotel based on the state Minimum Internal Control Standards (MICS), National Indian Gaming Commission (NIGC) regulations, and the Tribal Internal Control Standards (TICS). Will be required to travel by automobile, including overnight trips. Local, statewide and national travel is occasionally required. May infrequently require adjusting the work schedule to include nights or weekends.

DUTIES AND RESPONSIBILITIES

1. Monitors gaming policy & procedure updates to ensure compliance with written TICS, federal MICS, and state MICS.
2. Conducts compliance reviews and internal audits to assess the effectiveness of internal controls and compliance with Compact, Coquille Gaming Commission (CGC) regulations, state and NIGC MICS, and casino policies and procedures.
3. Prepares written reports to document audit findings and recommendations and presents information to the casino management and Commission.
4. Reports findings to the Gaming Commission to help identify critical weaknesses or suspicions.
5. Performs follow-up on all exceptions in a timely matter with results properly documented.
6. Works with Oregon State Police (OSP) to coordinate state participation of all audits required by Compact.
7. Assists with writing and executing an audit plan based on applicable regulations and/or policy and procedures to address all major gaming areas of The Mill Casino, including Table Games, Revenue Audit, Cage, Soft Count, Security, Surveillance, Accounting, Gaming Machines, Players Club, Sports Betting, and other areas as requested.
8. Assists with reviewing, analyzing, and evaluating all audit work papers, files, and investigative work-in-process performed by the CGC Internal Audit Team.
9. If needed, works with the outside auditing firm when performing audits regarding the casino.
10. Assists with adding, updating, editing, tracking changes, and submitting for review and approval of gaming policies and procedures.
11. Ensures proper implementation of new and revised CGC-approved gaming policies.
12. Assists with composing and maintaining CGC Internal Controls.
13. Fills in for the Regulatory Compliance Lead Auditor in their absence.

14. Assists with Title 31 compliance as needed.
15. Oversees kiosk compliance specific to GLI standards.
16. Maintains confidentiality of all Gaming Commission business while on or off duty.
17. Represents the Gaming Commission professionally and tactfully.
18. Maintains good working relationships with all members of the Commission staff, Mill Casino employees, and outside agencies.
19. Other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principle functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional stooping, kneeling, crouching, or crawling. Work is generally performed in an office setting. Work involves occasional exposure to infectious disease, dust, fumes, and allergens. Work occasionally takes place near moving equipment/machinery. Will be required to travel by automobile, including overnight trips. Local, statewide, and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

1. Excellent oral and written communication skills with strengths in a team environment, and cooperative problem solving.
2. Be able to work independently, possess excellent oral and written habits and demonstrate initiative and motivation.
3. Ability to gather technical data and create appropriate reports.
4. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.
5. Ability to read and understand complex documents and manuals, as well as the ability to write similar documents for use by others.
6. Ability to review and edit documents with proper grammar, spelling, and punctuation.
7. Ability to use the required functions of Word to show reflected changes made for policy submissions.
8. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
9. Ability to function in an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
10. Ability to maintain professionalism, confidentiality, and objectivity under pressure.
11. Preferred knowledge of casino operations, departmental procedures, and all applicable gaming regulations.

QUALIFICATIONS

1. Must be at least 21 years of age.
2. Associate's degree or certificate in Accounting, Finance or related field with gaming experience OR five (5) years of relevant work experience in Accounting/Auditing. A combination of education and relevant work experience may be considered.
3. Strong analytical skills and attention to detail.
4. Excellent written and verbal communication skills.
5. Knowledge and/or ability to use online Audit/Gaming accounting systems.
6. Proficiency in Microsoft Office Suite.
7. Ability to effectively communicate verbally and prepare clear, concise, and accurate reports.
8. Must be skilled in prioritizing responsibilities and completing assignments in a timely manner while working independently.
9. Ability to establish and maintain effective working relationships with co-workers, Mill employees and specific outside agencies.
10. Current Oregon driver's License in good standing with no insurability issues as determined by the Tribes insurance carrier is required.
11. Must be available to occasionally work flexible shifts that may include nights, weekends, and holidays.
12. Must consistently demonstrate the highest degree of integrity, honesty and dependability.