

JOB DESCRIPTION

JOB TITLE: MTE Compliance Supervisor
DEPARTMENT: Miami Tribe Entertainment
REPORTS TO: Director of Tribal Gaming
AREA: Miami, OK **FLSA: EXEMPT**
DATE: 2019

PRIMARY RESPONSIBILITY:

Perform quality work within deadlines and be a self-starter without direct supervision. Able to professionally interact with other employees, customers and suppliers. Desire to work in a team-centric environment. Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations. Must maintain strict privileged, proprietary, guest, and employer confidentiality during and beyond the term of employment. Adhere to all work rules, policies, procedures and safety standards; and to ensure our casino properties are in compliance with all applicable laws and regulations for Indian Gaming Enterprises in Oklahoma.

Essential Duties and Responsibilities:

- Manages daily duties and responsibilities confidently and responds to all questions from staff.
- Ensures proper procedures are always followed.
- Maintain, create, and/or assemble/maintain an accurate and current library of Federal, State, Tribal, and internal regulatory documents.
- Monitor, maintain, and complete BSA-AML related forms, filings, etc.
- Facilitate discussions with gaming operation executive staff, managers, and supervisors to convey compliance standards and offer solutions where improvement is needed.
- Analyze regulatory requirements and present findings to management officials regarding the application and enforcement of compliance standards.
- Performs audits of all gaming areas of casino operations.
- Completes detailed reports of MICS, SICS and SOP audits for delivery to the Director of Tribal Gaming with recommendations for improvement.
- Performs follow-up observations and examinations to verify corrective action.
- Conducts training for gaming operations employees.
- Obtains and maintain gaming license.
- Performs other duties as assigned.
- Keep up-to-date with current industry trends and changes.

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Job Qualifications and Requirements:

- Two years of relevant casino experience regarding BSA-AML, Title 31, and policy creation.
- Proficient in the use of Microsoft Office (Excel, Outlook, PowerPoint, and Word).
- Requires High School Diploma or equivalent.
- Must be able to obtain Gaming License by passing Federal background check and a drug screen.
- No pending criminal or civil convictions.

Travel

Minimal travel is required for the position.

Other Duties and Working Environment and Conditions:

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.

Above is described the basic outline of this position. You may be assigned other duties as the management of the Miami Tribe Entertainment determines the need. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.

Miami Tribe Entertainment is an Equal Opportunity Employer.

Employee Signature

Date