



## JOB POSTING

TITLE: Compliance Officer  
DEPT: Compliance  
PAY: \$19.02/hr

### JOB SUMMARY

**RED RIVER** - Conducts audits of all aspects of Title 31 reporting on a regular basis to comply with the System of Internal Controls (SICS) of the Kiowa Casinos. Ensures departmental compliance with the Internal Revenue Service.

### MINIMUM QUALIFICATIONS

**REQUIRED** - At least 21 years of age | High school diploma or GED | **AND** | Bachelor's Degree in related field and 1 year of experience in Gaming or Banking Industry dealing directly with Title 31 | **OR** | Associates Degree in related field and 3 years of experience in Gaming or Banking Industry dealing directly with Title 31 | **OR** | 5 years of experience in Gaming or Banking Industry dealing directly with Title 31 | Knowledge of Casino and tribal gaming regulations and the ability to ensure Compliance, as appropriate, within areas of responsibility | **PREFERRED:** Casino Accounting or 2 years of experience in an accounting or audit position |

**ESSENTIAL DUTIES** - All Team Members must embrace and deliver Kiowa's Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Conducts audits of daily information to ensure compliance with Title 31 Currency Transaction Reporting by Casinos (CTRC) including Internal Revenue Service reporting and ensures Title 31 CTCRC's are filed with the IRS within 15 days according to federal law | Assist the Compliance Manager in the development of Policies and Procedures regarding Casino compliance | Assists Compliance Manager with any administrative/recordkeeping duties | Trains and tests all operating staff on an ongoing basis regarding Title 31 compliance, IRS transactions, and how to apply it to their positions | Uses Casino Management System to audit Guests, transactions, and to generate reports | Assists Compliance Manager with preparing and dispersing tax payer information in a timely manner | Assist patrons throughout the year with questions pertaining to W2Gs, 1099s, 1042S, and Win/Loss statements | Investigate and address issues of non-compliance for internal and external Guests | Provide training to other Team Members in the application of Title 31/IRS Requirements | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others |

### IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casinos, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa Casinos. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 04/28/23 | REMOVE: When Filled

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