



Swinomish Gaming Commission
The Tribal Gaming Regulatory Agency
Swinomish Indian Tribal Community

JOB DESCRIPTION

JOB TITLE: Gaming Auditor Agent (Full-Time)

Date: October 15, 2018

NOTE: Sections below are the minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

EDUCATION:

- High School Diploma or GED equivalent required.
- College Courses (Bachelor) or Technical Schooling in related field preferred.

SKILLS:

- Excellent communication skills to effectively communicate with various departments, staff, vendors, and executives using poise, tact, and diplomacy.
- Strong math and analytical skills with emphasis on researching, interpreting, and translating a variety of data.
- Strong organizational skills and methodical in conducting work, i.e., prioritizing, multitasking, and planning.
- Ability to maintain composure, think clearly, perform well under pressure, exercising good judgment in appraising difficult situations and making appropriate decisions.
- Ability to foster a cooperative and team-oriented work environment.
- Skilled in gaming laws, regulations, internal controls and policies.
- Ability to compose business correspondence, i.e., letters, memorandums, reports etc.
- Must be computer literate with the ability to learn new software applications readily from a user standpoint.
- Must possess the ability to work through high volume and or stressful time periods
- Must possess the ability to manage multiple tasks concurrently in a changing environment
- Must have knowledge of auditing principles and standards with a familiarity of various computer systems and applications
- Assist with the preparations and submission of reports for the Director to present to Swinomish Gaming Commission or Senate as requested.

EXPERIENCE:

- Must have at least five (5) years experience working within a Tribal Gaming Regulatory Environment or as a gaming compliance officer, agent, auditor, or investigator.
- Must have two (5) years of relevant accounting working experience, preferably in auditing.
- Must possess auditing knowledge and experience of casino operations (Class II & III), with an emphasis on Gaming Enterprise department operations, procedures and internal controls.
- Must possess experience in establishing/monitoring internal controls as part of complying with the laws and regulations of Tribal, Federal, and State Gaming laws.
- Must provide assurance relating to compliance with National Indian Gaming Commission regulations, Bank Secretary Act (Title 31), financial accounting and auditing standards.
- Must be knowledgeable with the use of software verification devices, slot machine installation procedures and must have knowledge of basic arithmetic, knowledge of computers, including Word, Excel, and e-mail use.

OTHER REQUIREMENTS:

- Must demonstrate current knowledge of Tribal/State Compact.
- Strong understanding and knowledge of procedures manuals of various casino departments.
- Must have knowledge of the Bank Secrecy Act-Title 31.
- Protect against fraud and theft of the organization's assets
- Assist in completing fieldwork, explaining audit exceptions, and recommending operational enhancements or efficiencies
- Must be 21 years of age or older.
- Must have a valid Washington State driver's license.
- Must pass background investigation, in accordance to Swinomish Commission Rule 2.60.

Physical Characteristics and/or Prerequisites:

- Must occasionally lift and/or move up to 40 pounds.
- May do the majority of their work in front of a computer.
- Must present a neat appearance and be physically capable of making a forcible detainment
- Must be able bend without difficulty and stand for prolonged periods of time.

Job Summary: Working in a very complex and specialized environment, utilizing well developed diplomatic skills, Tribal Gaming Agents direct all aspects of the implementation of the Tribal/State Compact for Class III gaming as federal/tribal regulations for Class II gaming. Following the implementation phase they conduct day to day monitoring of Class III and Class II operations for compliance with the terms of Tribal/Federal/State compacts. This includes observing, investigating, and reporting all violations that come to their attention during the course of their duties. Investigations may include highly complex criminal conspiracies; detailed reviews of financial records; incidents of cheating and/or theft; and undercover assignments. Tribal Gaming Agents must also be prepared to provide specialized training and assistance to tribal personnel, law enforcement officers, and agents from other jurisdictions.

Auditor Agent duties include the ability to determine, direction, and emphasis of proposed auditing efforts, assisting in the planning of theory/scope of the audits, recommending changes to audit programs, and the performance of independent evaluations of the internal control system in order to meet the departmental audit plans. Concentration of audit work is in areas of gaming compliance, financial and operational requirements. Audit duties also includes gaming, Class II, Class III, non-gaming and regulatory compliance. The audit consists of daily vault reconciliation, document verification, procedure compliance, and daily report and income journal creation. An audit checklist is used for all audits.

Employee Reports To: Deputy Director

Essential Duties and Responsibilities:

- Functions as a diplomat, representing the Tribe, in all dealings with the representatives and employees of other jurisdictions. Agents must recognize and respect the "government to government" relationship that exists between the tribe and state. Comprehends the importance of gained knowledge and appreciation achieved by a high degree of cultural awareness.
- Plans, organizes, and conducts both routine and complex audit investigations dealing with either administrative or criminal violations occurring within Swinomish Casino or within the exterior boundaries of the Swinomish Indian Reservation.
- Collects, examines, maintains, and properly accounts for physical evidence of criminal and/or administrative violations.
- Coordinates investigative efforts with: other tribal governments; other tribal gaming agencies; local, state, and federal law enforcement agencies, Washington State Gambling Commission and other jurisdictions.
- Interacts with, and provides training and assistance to, a variety of persons and agencies including: the public; tribal government and any others as may be deemed necessary. Such activities may involve oral and/or written presentations.
- Develops investigative checklists, and other documentation associated with specialized audit activities.

- Gathers intelligence information involving gambling activities and disseminates such as authorized persons and agencies.
- Assists in the review of gambling activities and rules as proposed by the casino.
- Must work varied shifts (Days, Swing, and Graves), odd hours, frequently late at night.
- Maintains strict confidentiality at all times, of all information within the Tribal Gaming Agency Office, including but not limited to applications, employee information, wage information, financials and other sensitive information related to the Gaming Agency and the gaming facility.
- Keep the Executive Director and Deputy Director informed and updated on all situations and activities within the department and gaming facility on a daily basis.
- Maintain knowledge of gaming laws, regulations, gaming facility internal controls and policies.
- Review and comment on internal control and policy submissions regularly.
- Always provide a professional example to others.
- Audit all gaming activity and financials within the gaming facility on a daily/monthly basis, observing documenting, and reporting any observed violations or deviations of policy.
- Performs daily casino revenue audits including but not limited to the, General Ledger, vault and all banks, cash summaries, journals for entry and related revenue reports for TGA management.
- Performs gaming related audits for slots, table games, keno, bingo, cage (fills/credits), players club, information technology, etc.
- Performs daily audit to determine the accuracy of all documentation, balancing at end of each shift or day, and accounts for all supporting documentation.
- Maintains current and statistical information, which is reconciled to daily and monthly financial reports for all gaming departments.
- Records all exception findings and keeps in an exception log.
- Shall prepare a final report all exception findings to Executive Director and Deputy Director from all audits.
- Prepare, organize, and maintain audit reports and files.
- Attend seminars, meetings, and training as assigned locally and/or out of town, for days at a time, sometimes up to one week.
- Works closely with Gaming Agents, as well as appropriate casino personnel in fulfilling responsibilities as assigned.
- Maintains records, files, and statistics on departmental and gaming facility activities regularly.
- Any other duties and tasks as assigned by the Deputy Director and Executive Director of Tribal Gaming.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Tribal Department: Tribal Gaming Agency

Employee Classification: Non-Exempt

Pay Rate: D.O.E.

Opening Date: N/A

Closing Date: N/A