

JOB DESCRIPTION

Department:	Compliance
Job Title:	Compliance Coordinator
General Definition:	Ensures compliance with all Federal, State and Tribal Gaming Regulations and ordinances as well as compliance with gaming internal controls and policies and procedures for all Lenape Entertainment, LLC Casinos.
Supervision Received:	Director of Compliance
Supervision Exercised:	None

Essential Job Functions:

- Assists with semi-annual compliance testing.
- Assists with maintaining the AML program. This includes writing, reviewing, and filing necessary reports.
- Maintains complete confidentiality at all times.
- Observe gaming activity as it takes place, investigate compliance issues and ensure that any problems with gaming compliance are rectified as quickly as possible.
- Maintains a constant and professional interaction and communication with all gaming department heads and personnel regarding compliance and corrective action for non-compliance of Federal, State and Tribal Gaming Regulations as well as gaming internal controls and policies and procedures.
- Performs professional correspondence, both written and oral with various management and regulatory personnel.
- Utilizes the file tracking system for all reports.
- Provides training, guidance, and communication as needed to gaming personnel regarding regulatory and internal control requirements, Title 31, and policies and procedures.
- Assists with assessing the risk of gaming activities against existing company policies and procedures and conduct audits to ensure proper compliance with government regulations.
- Research and write reports, updating record management systems and acting as a liaison with other casino departments.

- Randomly monitors gaming activities internally for required compliance and any other regulatory compliance related activities as assigned or deemed necessary or appropriate.
- Partner with Director of Compliance or other staff members as assigned to design, create, develop, and maintenance of internal controls, department policies and procedures manuals as well as training programs.
- Assists in maintaining Surveillance systems.
- Performs Surveillance Operator duties as necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education:

- High school diploma or GED equivalent.

Knowledge, Skills, and Abilities:

- Ability to manage and prioritize multiple projects as well as synthesize and draft effective solutions for complex issues.
- Must have the ability and capability to observe, understand, note, and communicate whether or not regulations are being strictly adhered to.
- Must have working knowledge of gaming legislation to respond to questions, complaints, and requests from management, external vendors and government officials.
- Working knowledge with accounting and auditing experience, as well as an up-to-date knowledge of the issues involved in the regulation of gaming.
- Competency in computer skills.
- Must be able to manage a number of priorities simultaneously, establish and meet deadlines and supervise support staff.
- Must have excellent oral and written communication skills.
- Must be able to work in a smoke filled environment.

Training and Experience:

- Two (2) years of experience with casino operation preferred.
- Intermediate experience in Microsoft Office Word, preferred.

Licenses/Certifications/Other:

- Must be able to pass a thorough background investigation of criminal and financial history to obtain a Gaming License from the Office of the Delaware Gaming Commission.
- Must be able to complete pre-employment drug test with a negative result.
- Must have a valid Driver's License.

I hereby acknowledge that I fully understand the job description and requirements.

Employee: _____ Date: _____