

JOB OPENING ANNOUNCEMENT

Job Title: Compliance Manager

Reports to: Executive Director TGO

Department: Tribal Gaming Office

Job Vacancy: YAN-26-84

Status: Full-Time, Exempt

Starting Wage: DOE

Opening Date: 07/20/26

Closing Date: Open until filled

POSITION DESCRIPTION: The Compliance Manager ensures the Casino adheres to the Tribal State Compact, MICS, Casino Internal Accounting Controls, Departmental Policies and Procedures, in addition, to applicable Laws to protect the Integrity of the Gaming License, Patrons, Employees and the Nation

QUALIFICATIONS:

- Must be at least twenty-one (21) years of age
- Must not have any Felony convictions in the last seven (7) years, unless the Felony has been set-aside.
- Must have a High School Diploma or GED
- Able to work any shift, if necessary.
- Must have excellent oral and written skills and be able to communicate effectively with multiple levels of the gaming facility operator.
- Must be self-motivated and must be a team player.
- Must agree to pre-employment drug testing.
- Must Qualify for Licensing required by The Arizona State Gaming Agency, The Tribal Gaming Office and The National Indian Gaming Act.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.
- Must handle all Tribal Gaming Office business in a Confidential manner.
- Must be able to Sit or Stand for long period of time
- Must have good verbal communication skills
- Must have good written communication skills
- Must Possess Mature judgment
- Must work well in Pressure Situations
- Knowledge of National Indian Gaming Commission Rules and Regulations.
- Knowledge of applicable State and Tribal Gaming Laws and Regulations.
- Knowledge of general Investigation Principles, Practices and Procedures.
- Knowledge of the Gaming Facility and Tribal Gaming Office Policies and Procedures.
- Knowledge of Record Keeping/Documenting Procedures and Practices.
- Knowledge of Person Computers, Software, and general Office Equipment use/operation.
- Knowledge of Interviewing Techniques.

- Skill in establishing and maintaining effective working relationships with Federal, State, Tribal, County, local Law Enforcement, Regulatory Officials, Upper Management, Co-Workers, and The General Public.
- Skill in obtaining Pertinent Information.
- Skill in preparing Reports and Maintaining Appropriate Records for review by the Executive Director, the Gaming Commission, the Federal, State and Tribal Regulatory Agencies.
- Skill in using Computers and applicable software for Record Keeping, Logging of Information and Report Writing.
- Skill in applying customer service/public relations techniques in responding to requests from Regulatory Agencies, Employees, Applicants and the General Public.
- Skill in the ability to Delegate Responsibility and Authority in the appropriate manner.
- Skill in the ability to Coordinate and Direct the efforts of subordinates.
- Must be Proficient with Microsoft Windows Programs: Word, Excel, PowerPoint, and Access

DUTIES AND RESPONSIBILITIES:

- Responsible for developing, implementing and updating Compliance Department Policies and Procedures.
- Responsible for identifying and coordinating Training needs for Compliance staff.
- Responsible for implementing a Regulatory Program for Agents for the Oversight of the Gaming Facility.
- Maintain a direct line of Communication between the Supervisors, Agents, and the Executive Director.
- Evaluate facts in evidence and assist agents in arriving at valid conclusions in accordance to the Minimum Internal Control Standards, Tribal Gaming Compact, and the Yavapai-Apache Nation Gaming Code.
- Ensure Confidentiality of all information in the Tribal Gaming Office.
- Keep the Executive Director informed and updated of all Situations and Activities within the Compliance Department.
- Ensure the Compliance Department provides Regulatory Oversight for the Physical Safety and Well Being of employed Gaming Operation Personnel and Patrons.
- Interact with Casino Management to ensure a Cooperative effort for adherence to Regulatory Requirements.
- Manages professional staff by Evaluating Performance, Monitoring, Interaction, and Mentoring.
- Perform all other tasks as assigned.

RESTRICTION OF TRANSFER

Employees of the Yavapai-Apache Gaming Commission are limited in their ability to transfer employment to the Nation's gaming entity, Cliff Castle Casino/Hotel or any licensed position. A six-month waiting period from the last day worked for the Gaming commission to the first day worked for the Casino/Hotel is required.

Pursuant to Resolution number 68-2004 of the Yavapai-Apache Nation, Tribal Members and their spouses are exempt from the six (6) month waiting period, with the exception of the Tribal Members terminated for violation of the Zero Tolerance Drug Free Workplace Policy.

Also, must not have been employed by the Gaming Facility Operator within a ninety-day period immediately preceding employment with the Tribal Gaming Office, unless waived by the Gaming Facility Operator, and

Must qualify for and obtain a valid Tribal Gaming License and, unless a Tribal Member, certification by the state gaming agency.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING