



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION:

Compliance Officer, Audit Specialist, Kahnawà:ke Gaming Commission

DURATION:

Fixed-Term, Full-Time (August 4, 2025 – July 31, 2026)
Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$58,227.00 to \$65,773.50 per year

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Friday, July 18, 2025 - 4:00 p.m.

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE:

All forms and requirements are listed on our website:

<https://kahnawake.com/jobs>

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



MOHAWK COUNCIL OF KAHNAWÀ:KE
HUMAN RESOURCES UNIT
RONWATIIO'TÉ NHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

| Core Job Information | |
|--|--------------------------------------|
| Job Title: | Compliance Officer, Audit Specialist |
| Division: | Kahnawà:ke Gaming Commission |
| Reports To: | Office/Compliance Manager, KGC |
| Date of Job Description | June 2025 |
| <p>Purpose</p> <p>Is responsible for performing specific field and office work involved with investigating compliance with gaming statutes, regulations, and internal controls standards governing the operation of Online Gaming, Electronic Gaming Devices (EGDs), Poker, and Dispute Resolution.</p> | |
| Roles & Responsibilities | |
| <p>Responsible for the monitoring, maintenance, and compliance of all holders of gaming permits, authorizations, and licenses, and administering the Dispute Resolution Services issued by the Kahnawà:ke Gaming Commission (KGC).</p> <ul style="list-style-type: none"> • Ensure compliance with the Commission's regulations. • Reviews/screens all applications, ensuring all information is properly completed. Request further information or clarification from the client as required. • Liaise with clients to update all aspects of the client files on an ongoing basis. • Works closely with the approved agents to monitor, oversee, and guide the overall investigative operations on behalf of the Commission. • Identifies operational concerns and needs to the immediate supervisor, as well as communicates concerns on any developments or situations that may impact the commission's administration and/or the community. • Ensures any applicable fees are paid according to existing policies and procedures. • Provides recommendations to supervisors on the improvement of regulations as situations arise. • Provides an effective and efficient dispute resolution system for the Commission and its staff. • Responsible for addressing and resolving concerns and complaints that are submitted to the Commission in relation to the gaming operations licensed and regulated by the Commission. • Is responsible for resolving the existing backlog of player disputes and dealing with current and new disputes. • Is responsible for creating a system to manage disputes that the Commission receives from End Users concerning Permit Holders. • Crosstrain with the KGC's compliance officers to ensure proper contingency planning. | |



MOHAWK COUNCIL OF KAHNAWÀ:KE
HUMAN RESOURCES UNIT
RONWATIIO'TÉ NHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Conduct inspections and testing at all Land land-based gaming Facilities to ensure compliance with regulatory requirements.

- Conducts inspections at all Poker Rooms and EGD Facilities.
- Prepares reports and performs inspections.
- Review and evaluate methods of internal control at EGD locations.
- Presents reports to the KGC at regularly scheduled meetings.
- Manages daily operator requests of all land-based gaming facilities.
- Performs regular surveillance inspections.
- Review and audit internal control systems to verify that records are accurate and reliable, assets are safeguarded, and access is controlled.

Provides technical support to the Kahnawà:ke Gaming Commission, including auditing, reviewing, and recording revenue

- Analyses and monitors revenue.
- Manages operational, financial, and compliance audits.
- Examines records, reports, operating practices, and other pertinent documentation.
- Assists with the preparations and submission of reports for the KGC as required.
- Performs risk-based assessment of the organization's operation and conducts internal reviews of the Anti-Money Laundering Program.
- Maintains complete audit records in an organized manner for proper record retention as per company policy.

The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- Operations Management Bachelor's degree or a related Bachelor's degree, plus one (1) year of relevant work experience in the Gaming Industry, Regulatory Law Enforcement, or Internal Auditing.
- OR
- DEC in Information Technology or a related field, with three (3) years of experience in the Gaming Industry, specifically Regulatory Law Enforcement and/or Internal Auditing.
- OR
- High School Diploma, or five (5) years of relevant work experience; previous experience in the Gaming Industry, Security, or Law Enforcement is an asset.

Knowledge, Skills, Abilities



MOHAWK COUNCIL OF KAHNAWÀ:KE
HUMAN RESOURCES UNIT
RONWATIIO'TÉ NHSE RAOTIRIHWÀ'SHÓN:'A RONTIRIHWATSTERÍSTHA'

- Sound knowledge of the Kahnawake Gaming Law and all KGC Regulations.
- A deep understanding of the gaming industry and the ability to interpret complex regulations.
- Sound knowledge of Business Structures and how they function.
- Understanding of general Gaming Industry standards and operations.
- Strong networking, oral, and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to take initiative and manage multiple files concurrently.
- Ability to take initiative to ensure client satisfaction.
- Sound planning, organizational, and problem-solving skills.
- Ability to work independently with minimal supervision.
- Strong knowledge of Microsoft 365 applications such as Outlook, Teams, Word, Excel, OneDrive, and SharePoint.
- A valid Quebec Driver's License is a requirement.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week in an office environment and on-site facility visits.
- Moderate stress due to workload, priorities, and conditions.
- Moderate to heavy overtime and weekend work.
- Moderate travel.

Commitment Statement

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____