

# **Pennsylvania Gaming Control Board**

# **VACANCY ANNOUNCEMENT**

“AN EQUAL OPPORTUNITY EMPLOYER”

**POSTING DATE: 2/9/18**

**CLOSING DATE: 2/25/18**

**CLASS TITLE: Compliance Examiner**

**POSITION #:**

**LOCATION: Commonwealth Tower 10<sup>th</sup> Floor  
Strawberry Square  
Harrisburg, PA 17106**

**TYPE OF SERVICE: Non-Civil Service**

**UNION COVERAGE: AFSCME**

**WORK HOURS: 8:30 – 5:00**

**PAY SCALE GROUP 5  
Salary begins at - \$37,066**

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## **Job Duties:**

This position reports directly to the Compliance Manager and indirectly to the Director of Gaming Operations. An employee in this class is primarily responsible for reviewing the initial submission and all proposed amendments and waivers to the internal controls and audit protocols (collectively, “internal controls”) submitted to the Pennsylvania Gaming Control Board (“PGCB”) by slot machine licensees. This position requires a strong familiarity with the Pennsylvania Race Horse Development & Gaming Act (the “Act”) and the regulations and technical standards promulgated thereunder. Employees function independently and work is subject to general supervision.

## **Examples of Work May Include:**

Reviews all internal control submissions to ensure that filings are complete, accurate and comply with the procedures adopted by the Office of Gaming Operations and the requirements set forth in the Act and the regulations and technical standards promulgated thereunder.

Works in conjunction with the slot machine licensees and their representatives to obtain documentation which is in full compliance with applicable rules and regulations.

Prior to the opening of the casino and as otherwise instructed, conducts interviews of key employees and appropriate personnel of the slot machine licensee to ensure their duties are reflective of what is provided in the entity’s internal controls and required under the Act, the Board regulations and other applicable laws.

Observes slot machine licensees’ test nights and training sessions for compliance and prepares documentation and written reports in accordance with established standards, presenting the results of the examination and conclusions to the Compliance Manager and the Director of Gaming Operations.

Initiates routine correspondence and performs data entry.

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Updates databases to ensure accurate information is being tracked regarding applicants internal controls.

Provides regular updates to Compliance Manager on the status of submissions

Performs related work as required.

**Required knowledge, skills and abilities:**

Knowledge of generally accepted accounting principles and practices;

Knowledge of business organization and practices, legal business entities, and corporate formation;

Ability to gather information through personal interviews, research and through the review of records, files, correspondence and documents;

Ability to analyze facts and information, draw logical conclusions and make sound recommendations in consideration of regulations, standards, and statements;

Knowledge of internal controls;

Ability to apply knowledge of laws, regulations and guidelines in the conduct of an analysis;

Ability to prepare concise and accurate reports;

Ability to maintain effective working relationships with other agencies, the slot machine licensees, and the general public; and

Ability to work at off-site locations.

**Minimum Experience, Education and Training:**

One year of experience in professional accounting or auditing work, and a bachelor's degree in accounting or 24 college level credits in accounting;

Or an equivalent combination of experience, education and training.

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**HOW TO APPLY:** Qualified applicants must submit a completed PGCB employment application along with a resume to the Office of Human Resources at [pgcbjobapplicant@pa.gov](mailto:pgcbjobapplicant@pa.gov) by the closing date of this posting. A copy of this application is available on the PGCB website at [www.pgcb.state.pa.us](http://www.pgcb.state.pa.us). Selected applicants will then be contacted and an interview will be arranged.

**NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, and the subsequent review and approval by the Board.**

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

**IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.**

**CONTACT PERSON: Joseph Bott**

**ADDRESS:** P.O. Box 69060  
Harrisburg, PA 17106

**TELEPHONE:** (717) 346-8300

**E-MAIL:** [jbott@state.pa.us](mailto:jbott@state.pa.us)

## Identification of Essential Job Functions/ADA

Essential Job Functions for:

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

1. Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.
2. Communicate verbally and in writing in the English language.
3. Follow verbal and written instructions.
4. Interpret and apply policies and procedures.