



Menominee Casino Resort

1st Posting

Position: Policy & Compliance Analyst

Job Status: Full-Time

Minimum Age: 21

Wage: \$21/hour

Date Posted: Friday, June 19, 2026, 8:00 AM

Date Closed: Thursday, June 25, 2026, 4:30 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY:

The Policy & Compliance Analyst supports organizational compliance, policy governance, operational accountability, and strategic administrative initiatives for Menominee Casino Resort and Thunderbird Complex. This position the General Manager in monitoring regulatory requirements, evaluating operational processes, coordinating audit and compliance activities, and supporting enterprise-wide policy and procedure management.

The Policy & Compliance Analyst serves as a collaborative resource to departments by conducting research, preparing reports, tracking corrective actions, and providing operational recommendations related to compliance, risk reduction, process improvement, and organizational standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assists in monitoring and evaluating organizational compliance with applicable Tribal, Federal, State, NIGC, Gaming Commission, Compact, and internal policy requirements.
- Research regulatory updates, operational impacts, and industry best practices and prepares recommendations for review by the General Manager.
- Assists with the development, revision, organization, implementation, and maintenance of organizational policies, procedures, SOPs, and governance documentation.
- Maintains version control and centralized records for current and historical policies, procedures, operational standards, and related compliance documentation.
- Coordinates follow-up activities related to audit findings, compliance reviews, operational concerns, and corrective action initiatives.
- Tracks outstanding action items, compliance deadlines, audit responses, departmental follow-ups, and project progress through organizational tracking systems and reporting tools.
- Assists departments in gathering supporting documentation and preparing responses related to audits, compliance reviews, operational assessments, and regulatory inquiries.
- Prepares reports, summaries, dashboards, presentations, and supporting documentation for General Manager review.
- Supports operational risk reduction initiatives by identifying trends, process gaps, documentation deficiencies, and procedural inconsistencies and presenting recommendations to the General Manager.
- Assists with maintaining compliance calendars, regulatory submission tracking, licensing deadlines, and organizational reporting requirements.
- Coordinates communication and information requests between departments, auditors, consultants, regulators, and General Manager as directed.



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- Supports organizational records retention and document management practices in accordance with applicable policies and regulatory requirements.
- Assists General Manager with operational reviews, strategic initiatives, administrative projects, and process improvement efforts.
- Conducts research and analysis related to gaming operations, hospitality operations, internal controls, compliance standards, and administrative procedures.
- Assists with preparing meeting materials, supporting documentation, executive summaries, and presentation content for General Manager meetings, board meetings, and regulatory discussions.
- Maintains strict confidentiality regarding sensitive operational, employee, financial, regulatory, and organizational information.
- Promotes professional communication, cross-department collaboration, accountability, and organizational consistency throughout the enterprise.
- Maintains a consistent and reliable attendance record.
- Must be able to work flexible hours including evenings, weekends, and holidays as operationally necessary.
- Perform other duties as assigned by General Manager.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum:

Bachelor's degree in accounting, Business Administration, or a related field from an accredited four-year college or university required. In lieu of a degree, a minimum of six years of related compliance experience and/or training, or an equivalent combination of education and experience that demonstrates the necessary knowledge, skills, and abilities— Experience within Tribal Gaming operations, including knowledge of Tribal Gaming regulatory environments and compliance standards.

Preferred:

Bachelor's degree in accounting, Business Administration, or a related field from an accredited four-year college or university.

Experience within Tribal Gaming operations, including knowledge of Tribal Gaming regulatory environments and compliance standards.

Knowledgeable of Gaming Areas such as Slots, Bingo, Cage, Vault, and Count.

SPECIAL QUALIFICATIONS:

This position requires a highly analytical and detail-oriented individual with strong project management skills and the ability to effectively follow through on assignments and corrective actions. The successful candidate must possess excellent professional writing and communication abilities, demonstrate sound judgment, discretion, and integrity when handling sensitive information, and build productive working relationships across all levels of the organization. The ability to understand and apply regulatory requirements while translating them into practical operational recommendations is essential to success in this role.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS:

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:



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- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin Law.
- A felony conviction of any kind in the immediately preceding two years.
- A crime of any kind related to gambling immediately preceding two years.
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years.
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

In addition to the minimum criminal background requirements listed above, employees must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from Guests, guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one or small group situations.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals and work with mathematical concepts such as probability and statistical inferences.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.