



AML Officer

Purpose of the Role:

The AML Officer is responsible for performing various quality control reviews and monitoring pertaining to the Bank Secrecy Act, anti-money laundering, OFAC and KYC Program compliance using industry standard and regulatory guidance to ensure Digital Gaming Corporation's compliance efforts are maintained on a daily basis. The department provides expert information, advice and assistance to the business to protect it from AML risk. The key role of the department is to ensure the business has embedded AML controls across all areas.

You will be accountable for the development, implementation and maintenance of the AML Compliance program to ensure compliance with applicable Federal and State gaming regulations. You will be responsible for understanding and complying with Title 31, Office of Foreign Asset Controls (OFAC) and Anti-Money Laundering (AML) regulations and requirements for Digital Gaming Corporation.

The position of AML Officer is required to be fully knowledgeable and skilled in all areas of the department.

Key Roles:

- Oversee and ensure timely and accurate submission of Title 31 required document filings.
- Maintain all regulated paperwork and postings.
- Monitor and review all Title 31 operational areas and assist in the drafting of sound, effective and operationally efficient internal control procedures that comply with all applicable laws and regulations.
- Investigate reported suspicious activity as related to Title 31.
- Address potential non-compliance issues promptly and appropriately.
- Ensure all team members are in compliance for all Title 31 programs
- Title 31 training and assist departments in meeting training requirements for successful and timely completion.
- Provide any other Title 31 support to internal departments and functions as needed.
- Ensure full compliance with departmental Internal Controls, policies, procedures and regulations.
- Arranging, preparing for and managing external audits, and reporting their findings to the board, relevant personnel, and relevant regulators.
- Taking ownership of key aspects of external third-party audits in accordance with licensing requirements.
- Investigating suspicious activity across all platforms (internal and external risk factors).
- Analysing action points and non-compliance issues raised in audits, and ensuring that they are addressed in accordance with agreed deadlines
- Prepares the annual BSA Risk Assessment.
- Proactively research technical requirements and regulations for all relevant markets, and liaise with senior management and relevant personnel to enable solutions for compliance within that relevant market.
- Continuously assess product, compliance, and operational risks, and develop risk management strategies for the organisation, and scheduling of compliance tasks
- Assists in special projects and tasks for the department as directed.

Digital Gaming Corporation USA

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- Work closely with the relevant regulators to ensure the company is compliant, including acting as a point of contact for such bodies and to notify them of key events as required.
- Prepare reports for the Board of Directors on a periodic basis and ensure that the Board is kept fully informed of the BSA program, including but not limited to:
 - a. Sending suspicious activity reports to the Board
 - b. Training Board members and other senior management on BSA compliance
 - c. Presenting the written risk assessment and Bank Secrecy Act policy to the Board annually.

This job description is not intended to be an exhaustive list of responsibilities. The job holder may be required to complete any other reasonable duties in order to achieve business objectives.

Essential Criteria:

- High school diploma or equivalency required.
- Bachelor's Degree; Business, Finance, or equivalent field or equivalent work experience.
- ACAMS Certified.
- At least two (2) years of experience with Title 31 (Bank Secrecy Act), Anti-Money Laundering regulations, in a casino environment preferred.
- Must be able to comply with all state gaming regulations, which may include obtaining licenses.

Knowledge, Skills and Abilities:

- Professional
- Process driven
- Excellent attention to detail
- Logical and attentive
- Approachable manner
- Organised in management of projects and workload
- Ability to proactively identify and assess potential concerns and risks
- Ability to resolve issues, work independently, and meet deadlines
- Excellent oral and written communication skills

Physical Demands:

While performing the duties of this job, the employee is:

- Regularly required to talk or hear.
- Required to sit for long periods and reach with hands and arms.
- Occasionally required to stand; walk.
- Occasionally required lifting up to 25 pounds.

How to Apply:

All applications need to be submitted via email to Melindat@digitalgamingcorp.com

Please ensure you have attached an updated copy of your CV and a motivation letter supporting your application.

- *Note this role is based in the USA.*