



Job title	Assistant Charitable Gambling Manager/Auditor
Reports to	Charitable Gambling Manager, OMGHA

Job purpose

Assist in the management of the Osseo Maple Grove Hockey Association (OMGHA) Charitable Gambling Operation. Audit games as required by the MN Gambling Control Board.

Duties and responsibilities

Primary job duties and responsibilities include:

- Visit booths of responsibility 2-3 times per week.
 - Pick up closed games to audit
 - Assist in checking and monitoring games in play.
- Prepare final audit of closed games
 - Review prize receipts for completeness and accuracy
 - Investigate cash shortages
 - Record audited games
 - Pack games for storage
- Conduct on site monthly inventory
- Catalog games for storage
- Storage site
 - Removal and shredding of old records/tickets
 - Packing/delivery of games to storage site
 - Pulling games for annual audit
- Assist in stocking sites with supplies

Qualifications

Preferred qualifications include:

- Working knowledge of charitable gambling operations
- Experience with audits
- Strong administration and organizational skills
- Strong relationship skills
- Working knowledge of Xcel
- Experience as Pull-tab seller a plus

To be approved by:	<i>OMGHA President</i>
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