



JOB OPENING as of 4/26/2021

Job Title:	Charitable Gambling Manager for the Sauk Rapids Youth Hockey Association
Reports to:	President Executive Board

Gambling Manager

(Part Time ~15 hours/week)

Reports to: President

The gambling manager is responsible for the day-to-day activities of the organization's charitable gambling operation.

Requirements:

- Be licensed by the Gambling Control Board or ability to become licensed per MN Gambling Control Board
- Have a \$10,000 dishonesty bond
- Have attended the gambling manager seminar and passed a written test or ability to do so
- Attend continuing education class every calendar year
- Be an active member of the Sauk Rapids Youth Hockey Association and pass yearly background check as outlined in the SRYHA handbook.

Duties:

- Supervise, hire, fire, and discipline gambling employees, including an assistant gambling manager and meat raffle volunteers
- Review and monitor the conduct of games
- Determine the product to be purchased and put into play

- Determine the policy of when to put games into play
- Ensure all receipts and disbursements have been properly accounted for in compliance with statute and rule requirements
- Ensure that all inventory records have been reconciled each month
- Supervise all licensing and reporting requirements
- Promptly file all required monthly and annual reports
- Assure that the organization is in compliance with all statutes and rules related to lawful gambling
- Assure that illegal gambling is not conducted at permitted premises
- Attend all of the organization's regular monthly board meetings
- Completes the license and permit application requirements
- Negotiates leases with host site

REPORTS:

- Prepare reports and ensure required reports are properly filed with the Gambling Control Board, the Department of Revenue, the IRS, and the local unit of government
- Present monthly gambling report to charitable gambling committee and be present at monthly board meetings to update financials for the executive board
- Record the monthly gambling report and authorization of expenditures in organization meeting minutes

EXPENDITURES:

- Ensure prior authorization for all gambling expenditures is obtained from charitable gambling committee membership
- Monitor lawful purpose rating for compliance

BANK ACCOUNT AND DEPOSITS:

- Maintain check register
- Prepare checks and electronic transaction authorizations for signatures
- Serve with others as a signatory on gambling account
- Prepare bank deposits
- Deposit gambling receipts

INVENTORY:

- Conduct month-end physical inventory

- Verify reconciliation of differences between month-end physical inventory to perpetual inventory
- Maintain merchandise inventory records

AUDITS AND VARIANCES:

- Perform final audit of closed games
- Verify reconciliation of bank statement to checks, electronic transactions, and deposits listed in check register and verify reconciliation of bank deposits to game and bank records
- Verify and resolve profit carryover variances
- Investigate and resolve fund losses of missing inventory, tickets, and/or receipts
- Complete all source documents for gambling occasion and daily activity records
- Complete all inventory records (daily tracking, site, physical and perpetual)
- Verify that all gambling expenditures, equipment, assets, and receipts are properly accounted for

OTHER:

- Establish procedures to ensure security over assets (equipment and receipts)
- Establish procedures for opening/closing games and for the conduct of games which ensure that fair play to the public is not restricted
- Maintain relationships with site owners
- Train employees
- Perform random spot checks of games in play and closed games.
- Verify cash banks
- Pay will be hourly or salary.

HOW TO APPLY

To apply, please send cover letter and brief resume to:

John Prelvitz; President of Sauk Rapids Youth Hockey at jp.stormhockey@gmail.com