

Gambling Manager

Job Description



Reports to Minnesota River Hockey Board. This is a year-round position.

Requirements

- Be fully licensed by the Minnesota Gambling Control Board
 - Attend the Gambling Manager Seminar and pass the exam (one-time)
 - Attend (1) CEU class each calendar year
 - Hold \$10,000 bond in association with our insurance agency
- Pass a yearly background check
- Strong relationship skills
 - Ability to communicate with bar owners
 - Ability to present to a board of peers
- Strong administration and organizational skills
- Detail oriented
- Ability to manage a 3-person team, at minimum

Compensation

- Fulfills all association Volunteer Hours and Fundraising Requirements
- Monthly salary: \$1,000 / month
 - Re-evaluation every 6 months (based on profits & number of sites) *To be approved by MN River Hockey Board*
- No mileage reimbursement

Description

It is the duty of the Gambling Manager to ensure that the organization is in full compliance with all statutes and rules related to Minnesota Lawful Gambling. Each month, the Gambling Manager will work with the Assistant Gambling Managers to:

- Collect paperwork from all closed pulltab games and upload into our software management tool



- Download and upload all electronic gaming activity into our software management tool
- Visit each Site weekly to collect electronic gaming activity cash
- Make weekly bank deposits
- Submit all paperwork into the MN Gambling Control Board and the MN Dept of Revenue (via our software management tool)
- Prepare a monthly report for the MN River Hockey Board to review and approve at each board meeting
- Pay monthly gambling activity-related expenses
- Maintain a good-standing relationship with bar managers/owners
- Maintain gambling activity inventory and equipment maintenance
- Maintain an organized filing systems of all paper trail and receipts for monthly activity
- Maintain our storage unit and closed gambling activities within the unit

Tasks include, but are not limited to:

- Managing, hiring/firing, and training gambling employees in conjunction with the MN River Hockey Board
- Reviewing and monitoring the conduct of games
- Determining the products to be purchased and put into play
- Determining the policy of when to put games into play
- Ensuring all receipts and disbursements have been properly accounted for, in compliance with statute and rule requirements
- Ensuring that all inventory records have been reconciled each month
- Recording perpetual inventory
- Supervising all licensing and reporting requirements
- Assuring illegal gambling is not conducted at a permitted premises
- Promptly filing all required monthly and annual reports (MN Dept of Revenue and MN Gambling Control Board)
- Preparing bills for payment and ensuring bills are paid on time
- Explore additional premise(s) and gambling activity for expansion
- All other duties as required by the MN Dept of Revenue, MN Gambling Control Board, the IRS and if required, the local unit of government