

East Grand Forks Blue Line Club Gambling Manager

Duties may include but are not limited to:

- Monitor pull-tab machines at 4 sites
- Ensure that all inventory records have been reconciled each month
- Maintain gambling records
- Oversee raffles
- Deposit gambling proceeds
- Prepares reports submitted to Gambling Control Board and Revenue
- Presents monthly gambling report to membership
- Reconcile gambling bank account
- Audit games
- Annual compliance training required by Gambling Control Board
- Annual gambling audit with Accountant
- Assure that the organization is compliant with all statutes and rules related to lawful gambling
- Assure that illegal gambling is not conducted at a permitted premises
- Provide gambling records for Accountant
- Quarterly and Annual Payroll Tax Reporting

Weight Lifting Requirements: Exerting up to 40 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body.

All potential candidates subject to background check.

If interested, please email egfbluelineclub@gmail.com with Gambling Manager in subject line for more information.