

## **Gambling Manager**

**(Exempt, Part Time ~25 hours/week)**

### **Reports to: Board President/Gambling Chair**

The gambling manager is responsible for the day-to-day operations of the organization's charitable gambling. Hourly wage is dependent upon experience.

#### **Requirements:**

- Licensed by the Gambling Control Board or ability to become licensed per MN Gambling Control Board
- Obtain and maintain a \$10,000 bond
- Attend continuing education class every calendar year
- Participate as an active member of Alexandria Area Hockey Association Board

#### **Duties:**

- Supervise, hire, fire, discipline, and train gambling employees, including assistant gambling managers, auditors, and other staff as needed
- Review and monitor the conduct of games at sites
- 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
- Promptly file all required monthly and annual reports with help from an accounting firm
- 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 a majority of the organization's regular board meetings
- Collaborate with pertinent board members to record and carryout special gambling events such as raffles
- Complete licensing and permit application requirements
- Negotiate and maintain leases
- Serve as primary liaison with site managers/owners
- Schedule bingo and meat raffle events as needed
- 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 Board
- Create monthly budget, and ensure prior authorization for gambling expenditures is obtained from board
- Prepare checks and electronic transaction authorizations for signatures
- Prepare bank deposits
- Complete Annual audit
- Verify reconciliation of differences between month-end physical inventory to perpetual inventory
- Maintain merchandise inventory records as needed
- Conduct annual physical inventory and cash count audit with board members

- Review 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
- Investigate and resolve fund losses of missing inventory, tickets, and/or receipts
- Verify all gambling expenditures, equipment, assets, and receipts are properly accounted for
- 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
- Perform random spot checks of games in play and closed games
- Verify cash banks
- Conduct compliance review as required by MN Gambling Control Board
- Complete IRS audits as required by Department of Revenue
- Troubleshoot equipment and game issues at sites as needed
- Maintain donation request log and present requests to AAHA Board for vote