

Gambling Manager

Mankato Area Hockey Association – Mankato, MN

MAHA is a non-profit organization that has several gambling sites in the Mankato area. This position is responsible for performing accounting and reporting duties as well as site maintenance at the various sites.

Responsibilities:

- Collect closed games and validate the prize winners and tickets remaining.
- Collect deposits, requiring pull tab seller to validate and sign new form as proof of monies to be deposited.
- Deposit monies collected within 4 days of game closed.
- Schedule bingo and booth workers - train as needed.
- Do month end inventory for pull tabs and bingo paper.
- Collect bingo inventory information.
- Supervise all licensing and reporting requirements, including month end reporting, payroll taxes, GCB reports MN Revenue reports.
- Do quarterly and annual reporting.
- Write necessary checks for expenses throughout month Collect timesheets and do payroll bi-monthly.
- Supervise all raffles performed by organization to ensure requirements are met.
- Order games from distributor as needed.
- Deliver games to storage - periodically clean out old games to make room for new ones.
- Compile necessary information for annual audit, MN Revenue and GCB
- Obtain volunteers to perform annual audit of sites and supervise to ensure all necessary data is validated and reported to State per guidelines.
- Supervising, hiring, firing, and disciplining all gambling employees.
- Attend regular monthly board meeting of the organization and report monthly site performance
- Actively seek new gambling sites and negotiating leases

Desired Skills & Experience:

- Accounting experience preferred
- Excellent organizational skills
- Reliable transportation necessary
- Flexible work schedule, including some evenings and weekends when necessary
- Position will require being bonded

Please send resume and cover letter to president@mankatohockey.com

Deadline to submit resume: September 13, 2015