

Mora Area Youth Recreation Association
Assistant Charitable Gambling Manager

Exempt, Part Time:15+ hour per/week

Reports to: MAYRA Gambling Manager and MAYRA Board of Directors

The Assistant Charitable Gambling Manager assists the Gambling Manager with the day-to-day activities of Mora Area Youth Recreations gambling operation under the direction of the Gambling Manager.

MAYRA is looking for a dedicated individual that is interested in learning the Gambling Manager position. This position, as assistant, may evolve into a full-time position within one year from date of employment.

Requirements:

- Be licensed by the State of Minnesota Gambling Control Board or ability to become licensed per Minnesota Gambling Control Board within 90 days of employment.
- Charitable Gambling Manager must be licensed and bonded for \$10,000 by the State of Minnesota Gambling Control Board.
- Attended the gambling manager seminar and pass a written test or ability to do so.
- Attend continuing education class each calendar year.
- Maintain Confidentiality.

Duties:

In coordination with Charitable Gambling Manager, the assistant gambling manager will help with the following:

- Review and monitor the conduct of games at establishments.
- Relationship building with current establishments.
- Identify and solicit new establishments.
- 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 in the State of Minnesota.
- Assure that illegal gambling is not conducted at permitted premises.
- Attend monthly MAYRA Board of Director meetings.
- Complete the license and permit application requirements.

Negotiates Leases:

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 the MAYRA Board of Directors.
- Record the monthly gambling report and authorization of expenditures for the MARYA monthly meeting minutes and the annual report.

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 a balanced and accurate check register.
- Prepare checks and electronic transactions.
- Serve with others as a signatory on gambling accounts.
- Prepare bank deposits.
- Deposit gambling receipts.
- Maintain updated signature authorization with financial institutions based on yearly officer and committee elections.

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 statements to checks, electronic transactions, and deposits listed in the 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 occasions 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.

How to Apply

To apply, please email or mail cover letter and resume to:

Gambling Committee
Email: mayrasportsmn@gmail.com

Gambling Committee
c/o Mora Civic Center
701 South Union Street
Mora, MN 55051

MAYRA MISSION STATEMENT:

The Mora Area Youth Recreation Association mission shall be to organize, direct and promote youth activities in a manner that will positively represent our community in a fun, fair and safe environment for all participating youth. The program seeks to develop, improve and challenge individual skills as well as team play concepts in a fun, positive and safe atmosphere.