

Gambling Manager Job Posting

2012

Conducted Monthly:

Prepares reports submitted to Gambling Control Board & Revenue

Attends monthly PYHA Board Meeting & presents gambling report to membership

Oversees gambling employees to include; the Assistant Gambling Manager, all game auditors and bingo employees

Monitors expense calculations and lawful purpose ratings for compliance

Maintains perpetual inventory

Compares month-end physical inventory to perpetual inventory & reconciles differences

Maintains merchandise inventory records

Verifies and resolves profit carryover variances

Investigates and resolves fund losses (theft) of missing inventory, tickets, and/or receipts if applicable

Investigates and resolves cash shortages

Prepares checks for bills to be paid

Reimburses cash banks when necessary

Retains records for the gambling department for 3 1/2 years

Conducted as needed:

- Establishes procedures to ensure security over assets
- Develops job descriptions for employees and volunteers
- Trains employees & staff at sites
- Performs random spot checks of games in play (done quarterly)
- Performs random spot checks of closed games (done quarterly)
- Assures that illegal gambling is not conducted at any permitted premises.
- Meets with current and potential site owners to discuss expectations etc. regarding pull tab sales, tip board games or bar bingo

- Negotiates leases with distributors and site owners
- Apply for re-licensing every two years
- Applies for the license for new sites and sets up site on the start day
- Destroys old pull tabs, tip boards, flares etc. that are being stored once the required amount of time has passed set forth by the Gambling Control Board.**
- Attends continuing education courses to maintain gambling manager license.

Conducted Annually

Creates Annual Report to the Gambling Control Board

Provide documents for and attend compliance review by the Gambling Control Board (every two years)

Provide documents for CPA to prepare the fiscal year accounting audit

Conduct various raffles during the year at our sites

Conducts yearly association fundraiser raffle