Job Description: Gambling Manager
(Exempt, Part Time ~15 hours/week)
Reports to: Executive Director

The gambling manager is responsible for the day-to-day activities of the organization’s charitable gambling operation.

Requirements:
• Be licensed by the Gambling Control Board or ability to become licensed per MN Gambling Control Board
• Have a $10,000 bond
• Have attended the gambling manager seminar and passed a written test or ability to do so
• Attend continuing education class every calendar year
• Be an active member of River Bend Nature Center

Duties:
• Supervise, hire, fire, and discipline gambling employees, including an assistant gambling manager
• Review and monitor the conduct of games
• 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
• Assure that illegal gambling is not conducted at permitted premises
• Attend a majority of the organization’s regular meetings
• Completes 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
- Record the monthly gambling report and authorization of expenditures in organization meeting minutes

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 check register
- Prepare checks and electronic transaction authorizations for signatures
- Serve with others as a signatory on gambling account
- Prepare bank deposits
- Deposit gambling receipts

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 statement to checks, electronic transactions, and deposits listed in 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 occasion 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 send cover letter and resume to:

Breanna Wheeler, Executive Director
wheeler@rbnc.org

or mail to:

River Bend Nature Center
1000 Rustad Road
PO Box 186
Faribault, MN 55021

River Bend Nature Center was established in 1978 in Faribault, Minnesota and is a non-profit nature center located on 743 acres which includes maple basswood forests, restored prairies, wetlands and the Straight River. The mission of River Bend Nature Center is to help people discover, enjoy, understand, and preserve the incredible natural world that surrounds us. Through contact with River Bend Nature Center, we envision that people will develop understanding of natural systems and our connections within them and be inspired to conserve and be stewards of the natural world. River Bend Nature Center provides environmental education, conservation and recreational programs, events, and activities for area schools and the public. Visit year-round to explore ten miles of multi-use trails and an interpretive center open to the public with no entrance fees. Become a member, donate, or learn more at www.rbnc.org