

Job Title: GAMING MANAGER
Reports to: Executive Director
Status: Full-time, Non-exempt, Hourly
Wage: DOE
OPEN: September 23, 2024
CLOSE: Open Until Filled



JOB SUMMARY

The Gaming Manager is responsible for the sale of bingo or pulltabs on behalf of the Native Village of Unalakleet. They maintain records on the inventory and sale of pulltabs and bingo.

ESSENTIAL QUALIFICATIONS

- High school diploma or GED certificate
- Must be 21 years or older
- Must not have a criminal record with theft; a background check is required
- Must take and pass a State-required test (online and open-book test at the Gaming Office; regulation info available)
- The duties and responsibilities are not an all-inclusive list, but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SKILLS AND ABILITIES

- Must have strong people skills
- Strong communication skills
- Must have accountability experience with a strong ethical background
- Must have general computer skills with Microsoft Office Applications and State of Alaska Gaming Website

DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Must maintain confidentiality of accounting records and confidential information relating to sales of pulltabs or bingo
- Must be reliable and dependable
- Must be willing to learn SOA Reporting Guidelines
- Schedules and supervises bingo and pulltabs workers
- Creates quarterly and annual online reports to the Alaska Department of Revenue
- Creates monthly reports to Internal Revenue Service

Please submit an application to be considered for this position. Application may be submitted via mail, fax, in person, or by email.

Native Village of Unalakleet
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NVU recognizes Alaskan Native and Native American preference in its hiring and employment policies.