

## NATIVE VILLAGE OF BARROW JOB VACANCY ANNOUNCEMENT

Open Date: 7-6-2010	Closing Date: 7-19-2010	Job Location: Barrow	
Job Title: Gaming Manager		Job Start Date:	
Organization Name: Native Village of Barrow		Wage/Salary Range: DOE	
Regular: x	Temporary:		
Purpose:	The Gaming Manager will supervise the operations of the Native Village of Barrow's gaming activities.		
Duties and Responsibilities:			
<ol style="list-style-type: none"> <li>1. Direct supervision of gaming staff and be responsible for of all gaming issues. Train new personnel on job tasks and duties.</li> <li>2. Open, close and do shift changes for Gaming.               <ol style="list-style-type: none"> <li>A. Must be knowledgeable of all games being played and value sold for each shift;</li> <li>B. Responsible for checking the Daily Sales Report for each shift, at the end of month activity, a summary sheet is to be submitted to the Finance Director for back up reconciliation.</li> <li>C. Examine and resolve any discrepancies.</li> </ol> </li> <li>3. Maintain a spreadsheet detailing daily sales, and entering data entry into the accounting system, for the Gaming operations.</li> <li>4. Maintain adequate staffing; obtain 11c Occupational Tax and Registration Return for Wagering.</li> <li>5. Ordering games and supplies for the Gaming Operations, maintain cash register and scales.</li> <li>6. File IRS 730 monthly tax return for wagers and yearly State of Alaska Permittee Annual Financial Statement 04-833 and Permittee Quarterly Report 04-828.</li> <li>7. Maintain and process all draw down requests for grants.</li> <li>8. Reconcile on a monthly basis the General, NAHASDA, Grants Bank accounts.</li> <li>9. Assist Senior Accountant and Bookkeeper in review and verification of payroll transactions.</li> <li>10. Other duties as assigned.</li> </ol>			
Certification(s)/License(s) Required:	Driver's License Valid Alaska Driver's License		
Qualifications:			
<ol style="list-style-type: none"> <li>1. High School Diploma or better.</li> <li>2. Must be at least 21 years old.</li> <li>3. Must have taken and passed the State of Alaska Gaming test.</li> <li>4. Two (2) years of gaming work experience required.</li> <li>5. Valid Alaska Driver's License.</li> <li>6. Knowledge of accounting software, in particular Great Plains Accounting Software.</li> </ol>			
Immediate Supervisor:	Eunice Brower	Finance Director	907-852-4411
	Name	Title	Phone
JVA Submitted By:	Rebecca Brower	HR Director/Admin. Asst	907-852-4411
	Name	Title	Phone
Refer Candidates To:	Rebecca Brower	HR Director/Admin. Asst	907-852-6903
	Name	Title	Fax Number
907-852-4411	6090 Ahmaogak Street	Barrow, Ak.	99723
Phone Number	Address	City, State	Zip

Submit Form to the ASRC Personnel Office in Barrow – **FAX 907-852-9470**

ASRC Personnel Division provides a service for local employers to advertise job vacancies on **the Jobs Information Channel** (channel 62), and post all job vacancies in their office.