

NATIVE VILLAGE OF BARROW JOB VACANCY ANNOUNCEMENT

Open Date: 8-9-2010	Closing Date: 8-20-2010	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"> 1. Direct supervision of gaming staff and be responsible for of all gaming issues. Train new personnel on job tasks and duties. 2. Open, close and do shift changes for Gaming. <ol style="list-style-type: none"> A. Must be knowledgeable of all games being played and value sold for each shift; 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. C. Examine and resolve any discrepancies. 3. Maintain a spreadsheet detailing daily sales, and entering data entry into the accounting system, for the Gaming operations. 4. Maintain adequate staffing; obtain 11c Occupational Tax and Registration Return for Wagering. 5. Ordering games and supplies for the Gaming Operations, maintain cash register and scales. 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. 7. Maintain and process all draw down requests for grants. 8. Reconcile on a monthly basis the General, NAHASDA, Grants Bank accounts. 9. Assist Senior Accountant and Bookkeeper in review and verification of payroll transactions. 10. Other duties as assigned. 			
Certification(s)/License(s) Required:		Driver's License <u>Valid Alaska Driver's</u> License	
Qualifications:			
<ol style="list-style-type: none"> 1. High School Diploma or better. 2. Must be at least 21 years old. 3. Must have taken and passed the State of Alaska Gaming test. 4. Two (2) years of gaming work experience required. 5. Valid Alaska Driver's License. 6. Knowledge of accounting software, in particular Great Plains Accounting Software. 			
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.