



JOB DESCRIPTION

Gambling Manager

	Reports to: FLHA Board of Directors	Compensation : \$2000 per month	Date of Implementation:
Association Membership Status : Ex Officio Voting Member	Type of position: ☐ Full-time ☒ Part-time	Job Classification : ☒ Exempt ☐ Non-Exempt	09/17/2026
Job Purpose: Responsible for the day-to-day activities of the organizations charitable gambling operation. This includes, but is not limited to execution, implementation and oversight of any and all charitable gambling activities as it relates to FLHA. Position must be licensed by the MN Gambling Control Board, hold \$10,000 bond, attend continued education deemed appropriate related to gambling operations, and attend a Gambling Manager seminar and pass the required written test. Gambling Manager is hired as an employee of FLHA by the Board of Directors.			
Essential Duties and Responsibilities: This position is required to assure compliance of Company operations to all applicable laws, regulations and standards, good business practices and organization documented bylaws, processes and policies.			
Gambling Operations <i>Core Responsibility</i> • Oversee daily operations of gambling operations • Review and monitor the conduct of games, tablets, gambling events and raffles • Ensure all receipts and disbursement has proper documentation and are compliant to GCB regulations • Reconcile all inventory reports monthly and perform audits regularly • Third-party vendor management, including product purchased and put into play • Oversee negotiation of new and existing location contracts • Manage all bank operations, including but not limited to preparing payments (with proper authorization), prepare bank deposits and receipts, and serve as a signatory on gambling account • Maintain favorable relationships with gambling locations Board Participation <i>Core Responsibility</i> • Attend and present monthly gambling updates at FLHA board meetings • Oversee the Gambling Committee and participate on adjacent committees as deemed appropriate • Present financial gambling operations, including budgeted income/expense and obtaining proper approval for any additional expenditures Employee Oversight <i>Core Responsibility</i> • Hire and manage a high performing gambling team • Ensure employees are following all requirements and tasks as deemed appropriate by Gambling Committee and MN laws. • Process employee payroll and ensure filing monthly, quarterly, and annual tax documentation • Provide employee training • Ensure employee compliance for gambling employees with MN GCB and MN law • Work with third-party payroll processing company		Regulation and Required Compliance <i>Core Responsibility</i> • Complete the license and permit application requirements • Work as direct liaison with any outside third-party company or organization related to gambling • Ensure monthly charitable gambling tax documents are filed timely • Ensure filing of monthly gambling documentation with the city of Forest Lake and GCB • Comply with will statutes and rules related to lawful charitable gambling • Supervise all licensing and reporting requirements • Ensure that illegal gambling is not conducted at permitted premises Continued Education <i>Secondary Responsibility</i> • Participate in continued education seminars and classes annually • Ensure gambling committee, operational employees, and board are informed of changes and updates needed for gambling operations • Update any policies and procedures based on information gained during gambling education seminars Other duties as assigned	

Knowledge/Skills/Abilities:	
• Excellent oral and written communication skills. • Ability to effectively present information in one-on-one and small group situations. • Established ability to participate as a team member or leader in cross-functional groups, including external customers. • Understanding of Financial/Accounting activities. • Ability to plan, coordinate, and execute long-term improvement projects. • Positive and helpful attitude	
Qualifications:	
<u>Minimum</u> • Understanding of Gambling operations • Ability to attend bi-monthly FLHA board meetings • Strong computer skills <u>Preferred:</u> • Previous experience with charitable gambling • Employee management experience	
Physical Requirements/Capabilities:	
• Ability to use hands to finger, handle, or feel, and the ability to talk and hear. • Ability to frequently sit for prolonged amounts of time, stand, walk, reach with hands and arm's length, climb or balance, stoop or bend, push, pull, kneel, and crouch as job requires. • Ability to regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds.	
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.	
Employee Name: Employee Signature: Date:	Manager Name: Manager Signature: Date: