

# Manager, Bingo Enterprises

**Employer:** Ketegaunseebee Garden River First Nation

**Posted:** 11 months ago      **Closing Date:** June 02, 2023

**ES Job ID:** 14312      **Location:** Garden River First Nation

**Sector(s):** Customer Service, Other      **Duration:** N/A

**Salary:** 35.27

## Job Description:

Position: Manager, Bingo Enterprises  
Starting Range: \$35.27-\$38.39 (Pending Education & Experience)  
Location: Bingo Hall, Garden River First Nation  
Report to: Business Manager

The Manager, Bingo Enterprises is responsible for the overall management of the Garden River First Nation Bingo Enterprises (GRFNBE) including planning, directing, and controlling, overseeing marketing initiatives, financial and human resources, by working collaboratively with Human Resources and Finance departments. The overall objective is to ensure business growth, efficiency, and customer satisfaction through a highly customer focused environment.

## DUTIES

- Establish annual and longer-term objectives through identification of market areas, local conditions, and member needs, and develop plans for their achievement;
- Review projects for bingo enterprise liquidity, building of equity and working capital requirements, and negotiates and otherwise arranges for any outside investing and financing that may be indicated;
- Manage operations in terms of proper expense control, budget, adherence, profitability for services, financial decisions, reporting requirements;
- Provide recommendations regarding effective utilization of long- and short-term debt, including refinancing and budget options;
- Oversee fundraising efforts for the organization/financial capacity resources;
- Ensure client and vendor file integrity (documents, analytical information where required, and communication notations, etc.);
- Maintain general oversight and ensure accuracy of records including A/P and A/R and Inventory control;
- Ensure all regulations respecting cash custody, internal audit and control and the maintenance, safeguarding, and security of premises are communicated and adhered to;
- Supervising their program budget so that it remains on target as defined in Bingo Enterprises Budget Plan;
- Performing other related duties as may be required and assigned;

## Required Skills:

- Minimum of five (5) years in professional management experience or University Degree in Business is required and/or an equivalent amount of education/experience as deemed appropriate by GRFN;
- Advanced knowledge of gaming/bingo enterprise financial analysis, budget design, and gaming products is an asset;
- Mandatory knowledge and experience in human resources, including effective management of staff, familiarity of regulations and legislation governing employees;

- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to use good judgment in assessing difficult situations; Ability to be consistent and display a positive/helpful attitude;
- Flexibility required to keep pace with an ever-changing environment;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Ability to speak effectively before groups of customers or employees of the facility;
- Possesses a positive and professional attitude; Proven track record of punctuality and dependability; Ability to exercise good judgment, solid analytical, problem solving, and technical troubleshooting skills;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook)
- Must undergo a criminal record check prior to employment (At Applicant Expense)

**How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: June 02, 2023 @ 12:00pm (Noon). Please address the envelope and/or email "Manager - Bingo Enterprises-2023-62" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

The Manager, Bingo Entities functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.  
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.