



EXTERNAL JOB POSTING

Posting Period: May 15 – 28, 2018 @ 4:30 p.m.
Position: Bingo Revenue Analyst
Location: Six Nations Bingo
Job Status: Contract (6 months)
Hours of Work: 0 - 44 hours per week

SUMMARY

Reporting to the General Manager of Gaming, the Bingo Revenue Analyst will be responsible for assisting in ensuring that the financial management, reporting, transactions, and other financial information is processed within the policies and procedures established by the Six Nations of the Grand River Development Corporation. The Bingo Revenue Analyst along with the General Manager of Gaming will review and establish internal controls standards that include policies and procedures to ensure that assets, revenue and expenditures are protected and utilized appropriately. The Bingo Revenue Analyst will support the oversight of the financial management and control of the resources of the Bingo Hall in compliance with internal policies and procedures and the mandate set by the Six Nations Gaming Commission.

The Bingo Revenue Analyst operates independently of all other departments and has no managerial authority over any of the activities it reviews. It has the authority to conduct and audit necessary functions to fulfill its responsibilities described below. The Bingo Revenue Analyst is authorized to develop and conduct a broad and comprehensive program of internal auditing throughout Six Nations Bingo.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for analyzing and providing feedback on system and vendor performance, while working in a fast paced and dynamic work environment.
- Responsible for developing and following policies and procedures to ensure Internal Control Standard Compliance.
- Ensure audit exception reports are adequately prepared reviewed and communicated timely. Review, finalize and deliver audit exception reports; communicate audit findings and develop recommendations. Prepared written reports should contain audit scope and objectives, procedures, findings and recommendations. Include management's response and actions taken to implement recommendations and correct reported deficient conditions. Resolve inadequate corrective actions with management. Participate in exit meetings for assigned audits.

- Track results of prior audits, identify audit themes across organizations and facilitate appropriate corrective action.
- Review records pertaining to material assets such as equipment, building and manpower, to determine degree to which they are utilized. Recommend operating procedures designed to improve the efficiency or profitability of a particular department or function.
- Responsible for the auditing and reporting of daily Bingo activity and for ensuring proper controls are in place to protect company assets.
- Auditing/reconciling daily paperwork received from various banks and games to prepare a daily journal and notify supervisor of any discrepancies.
- Preparing exception reports, review Bingo reports to ensure proper revenue reporting and controls are in place and in accordance with Departmental or Internal Control Manuals(s).
- Review current gaming computer system (Big Trak) and identify and implement changes as needed to improve the efficiency, consistency and validity of all system reporting while working with the Director of Gaming and Assistant Financial Controller.
- Manage and monitor the internal control system and make adjustments when required.
- Verify that policies and procedures are adhered to by all bingo hall employees and notify the General Manager of Gaming of any violations
- Responsible for ensuring all bingo session reports are correctly completed and balanced prior to submission to the finance department
- Assist in the corporation's year-end audit activities.
- Perform other work related duties as may be required.

For a full description of the Essential Duties & Responsibilities and Education/Experience, please refer to attached Job Description for further details

SUBMISSION PROCESS:

Please submit the following to the HR Department at the Six Nations Tourism Building in person/by mail at 2498 Chiefswood Road, Ohsweken, Ontario N0A 1M0 or by email at HRdept@sndevcorp.ca:

- Application for Employment Form (attached)
- Cover letter
- Resume

Or apply online at www.sndevcorp.ca/careers.

Please Note:

- Only those applicants who meet the qualifications will be contacted for an interview
- Police Record Check and copies of education will be required at the time of Offer of Employment

Thank You



BINGO REVENUE ANALYST

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ADDITIONAL SKILLS AND ABILITIES

- The ideal candidate should have excellent organizational and data processing skills, with attention to detail in order to be able to effectively prioritize the assigned workload and deliver excellent results promptly. The successful candidate must be able to work as both part of a team as well as independently with minimal supervision.
- A strong work ethic with a focus on accuracy and attention to detail.
- The ability to perform well under pressure and to assess and prioritize workload.
- Ability to assign, direct and prioritize tasks for efficient and effective functioning of personnel.
- Must have ability to provide information, direction and assistance, while maintaining a friendly, courteous and cooperative disposition.
- Proactive with the ability to problem solve and anticipate needs.
- Demonstrated professionalism and an understanding of the importance of confidentiality.
- Ability to embrace and champion change.
- Reliable and able to work independently.
- Ability to handle the public with tact, discretion and with a pleasing personality.

EDUCATION / EXPERIENCE

Minimum Requirements:

- Four or more years 'experience in the gaming profession

- Willingness to complete professional development courses, as determined as necessary by management
- Knowledge of Microsoft Office and iCloud applications. Must demonstrate high level of initiative, self-direction and ability to work independently.
- Ability to plan, organize, prioritize, analyze, conceptualize and assign tasks, manage personnel.
- Possess excellent verbal and written communication skills.
- Must be bondable and pass a police background check.
- Willingness to learn, accept change, and adapt to new ideas, business concepts and cultures.
- The ability to work evenings, weekends, holidays and shift work.

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to the Six Nations of the Grand River Development Corporation.

CULTURE

The purpose of the Development Corporation is to enhance Six Nations to derive economic benefits, create employment for community members and generate income to support community priorities.

Six Nations of the Grand River Development Corporation will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the Six Nations People.

EXTERNAL/INTERNAL RELATIONSHIP

Community Members, Government Agencies, Council Members, Human Resources, Development Corporation Staff, Tourism Partners, Business Partners, and Vendors.

WORK ENVIRONMENT

- This position requires normal physical effort.
- This position requires normal visual/sensory effort.
- This position typically operates in a generally agreeable work environment.
- Mental Stress: There is regular deadline pressure from various sources.

DIMENSIONS (FINANCIAL/STAFF)

Assist in development and implementation of internal control for Six Nations Bingo.

REPORTS TO

General Manager of Gaming



COVER LETTER & RESUME MUST ACCOMPANY THIS APPLICATION

Position								
Job Title:								
Posting End Date:								
Availability and Positions Applying For (Please check all that apply)								
How did you hear about this position?								
Positions		Hours of Availability						
<input type="checkbox"/> Cook		SUN	MON	TUES	WEDS	THURS	FRI	SAT
<input type="checkbox"/> Custodial	Matinee							
<input type="checkbox"/> Bingo Clerk	Late Night/Evening							
<input type="checkbox"/> Bingo Sales Representative (Includes duties for: Concession Cash & Cart, Nevada, Caller, Runner & Seller)	Each Bingo Session requires various hours depending on the position you hold at the Bingo.							
<input type="checkbox"/> Other:	Are there any times you are not available to work:							

General Information		
Last Name:	First Name:	Middle Name:
Address:		Apartment/Unit Number/ R. R. #
City/Town:	Province:	Postal Code:
Home Telephone Number:		Cell Number:
Email Address:		
In accordance with the Six Nations Bingo Commission, applicants must be 18 years of age to work at Six Nations Bingo Hall. Are you 18?		
Yes		No

Bingo Experience

Have you ever worked at the Six Nations Bingo Hall or any other Bingo before?
If so when;

Do you have any other relevant skills? (if yes provide details)

Have you ever been convicted of a criminal offence for which you have not received a pardon? Yes No

Are you a Six Nations band member? Yes No

Have you ever been employed in a hospitality industry capacity? (includes volunteer positions) Yes No
If "yes", provide organization(s) name and location

If currently employed at the Six Nations Bingo Hall and are applying to an Internal Posting, please have your Immediate Supervisor sign off on this Application, as per the Six Nations of the Grand River Development Corporation Recruitment & Selection Policy.

Supervisor's Signature:

Date:

Three References

Last Name: First Name: Job Title (if applicable):

Phone Number

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Applicant Information Release

I hereby authorize any person, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Six Nations of the Grand River Development Corporation, any former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information relevant to the employment process.

Applicant's Signature:

Date: