



## Employment Opportunity Bank (Cage) Manager

This is a full time, seasonal, senior management position with Klondike Visitors Association (KVA). KVA is a well-established, successful, not-for-profit, destination marketing organization, based in Dawson City, Yukon that operates Diamond Tooth Gerties Gambling Hall (DTG).

<b>Posting Number:</b>	<b>24-01</b>
<b>Duration:</b>	Full Time, seasonal (40 weeks)
<b>Salary Range:</b>	Starting at \$46,632 seasonally + benefits

### Scope of Responsibilities and Duties

- Reports to the Casino Manager/Shift Manager
- Oversees in conjunction with the Casino Manager/Shift Manager and the Manager of Finance and Administration the day-to-day management of Bank (Cage) operations at Diamond Tooth Gerties
- Responsible for hiring, orientation, training, supervision and evaluation of Bank employees in compliance with established KVA policies and the Collective Agreement.
- Supports Casino Manager in the development and administration of the Bank Department budget
- Reviews, maintains, and enforces Bank policy and procedure and ensures compliance with all related KVA, YG and Federal regulations, including FINTRAC.
- Ensures the efficient functioning of all Bank operations according to DTG and KVA Operating Policies.
- Provides ongoing reporting to the Casino Manager, summarizing all aspects of Bank operations including operational recommendations.
- All other duties as assigned by the Casino Manager.

### Essential Qualifications:

- Post-secondary education in financial administration or equivalent work experience, preferably in the gaming industry.
- Supervisory experience that should include knowledge of recruitment, training, scheduling and reporting.
- Demonstrated proficiency in computer systems and software including the ability to input data and interpret spreadsheets, maintain databases and utilize word-processing applications.
- Proven team building skills and experience. Must demonstrate good time management skills.
- Must have the demonstrated ability to apply industry standards in the context of a rural community setting.

### Deadline

Applications with cover letter, resume and current references, may be submitted to KVA Administrative Offices or Diamond Tooth Gerties Casino in person, by email or mail.

**Applications will be accepted until the position is filled.** Only short listed candidates will be contacted.

### Contact

Please address all submissions, and additional information or detailed job description requests, to Viki Paulins, Casino Manager: [vpaulins@dawson.net](mailto:vpaulins@dawson.net)