



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).

Posting Number:	24-01
Duration:	Full Time, seasonal (40 weeks)
Salary Range:	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