



Vanguard Music and Performing Arts' Bingo is our organization's flagship fundraiser, proving a significant portion of our operating revenues and financial support for our performing ensembles. In order to keep Bingo sessions running smoothly and operating successfully, we need the help of dedicated individuals to run it.

**Job Role: Bing Paymaster**

**Job Type: Part-Time**

**Job Status: Non-Exempt/Hourly**

**Who We Are Looking For**

We are looking for an amazing Bingo Paymaster to join our team! Under general supervision, the Bingo Paymaster is responsible for all cash handling and distribution; awards bingo prize money to winners.

**What You'll Be Doing**

- Promote positive guest relations by providing great customer experience and interacting with guests in a professional and courteous manner.
- May assist guests with bingo game instructions
- Verifying winning cards, and award prize amounts
- Calculates prize money and pays customers.
- Counting, recording, and signing off cash transfers to and from all bingo employees
- Checking and help maintain bingo equipment, with the caller and a player to ensure it is operating properly.
- Transferring cash prize(s) for each game to sellers/checkers for awarding to player(s) or to the players directly
- Record all prize payouts
- Completely Discrepancy Reports as required
- Complete and sign Financial/Inventory Control Systems
- Returning the paymaster's cash tray to the cash cage when not in use
- Balance and prepare end of session bank and verify amounts.
- Perform other duties as assigned

**What You'll Need**

- Highschool diploma; or equivalent
- 2-3 years of general work experience
- Must be able to accurately handle cash
- Great communication, people and customer service skills
- Must be highly organized
- Must have the ability to perform above average math skills
- Computer skills with Microsoft Office (Word and Excel)
- Must pass background check
- Must be willing to work during weekends with varied shifts including nights and holidays.

Vanguard Music and Performing Arts is an Equal Opportunity Employer. VMAPA does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, nation origin, veteran status or any other basis covered by federal, state or local law. All employment is decided on the basis of qualifications, merit and business need.