

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Cage & Vault Director

DEPARTMENT: Casino Finance

STATUS: Full Time

LEVEL OF RESPONSIBILITY: Reports to General Manager

DESCRIPTION OF WORK:

Directs and manages all areas of Cage & Vault, coin redemption, Soft Count, Hard Count and Vault operations.

SPECIFIC RESONSIBILITIES:

1. Supervise, train and cross-train Cage Cashiers, (redemption, change, jackpot pay and hopper fill) Vault Cashiers, Soft Count, Hard Count and Cage & Vault Supervisors/Leads.
2. Approve work schedules.
3. Determine all currency/coin transmittal forms and record keeping forms; such as reserve logs are properly, accurately, completely filled out and that proper distributions are made of all forms. Assist with counting of impress/floating banks as required.
4. Review, analyze and account for all cash variances in a timely manner.
5. Monitor and assure compliance with cash variance and tip policies and procedures.
6. Monitor the maintenance of all equipment, call repair service as needed and maintain general knowledge of how to trouble shoot equipment problems.
7. Safeguard Casino currency/coin, assure adequate security personnel are in the Cage & Vault area twenty-four hours per day, and that access to the Cage and Vault area is permitted only to authorized personnel.
8. Supervise preparation of daily deposit, ordering change coin/currency and bag/can daily denomination mix.
9. Coordinate desk manual compilation, Cage & Vault Policy and Procedures and forms revision.
10. Responsibility for enforcing compliance with Casino Policies and Procedures.
11. Duties, responsibilities, requirement and expectations pertaining to this job are subject to change as needed.
12. Complete other duties as directed.

MINIMUM QUALIFICATIONS:

EDUCATION: College degree required, preferably in Accounting, Finance or Math. Equivalent experience may be substituted.

EXPERIENCE: Five or more years banking or casino finance experience. Five or more years of supervisory/management experience required.

KNOWLEDGE/ABILITY/SKILLS:

Knowledge and ability to evaluate internal controls.
Good math skills, excellent communication, organization and Leadership skills.
Computer skills and knowledge.

NECESSARY SPECIAL REQUIREMENTS:

Ability to work any twenty-four hour shift. Responsible for compliance with Casino Internal Control Policies and Procedures as they pertain to Cage & Vault areas of responsibility.

OCCUPATIONAL HAZARD:

In the Entertainment Industry, one may be subject to a work environment containing excessive noise, smoke and stress.

This description is an accurate representation of duties and requirements of the position.