

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Cage & Vault Supervisor

DEPARTMENT: Finance

STATUS: Full Time, Permanent

SALARY RANGE: 19

LEVEL OF RESPONSIBILITY: Reports to Cage & Vault Director

DESCRIPTION OF WORK:

Oversee daily operations of Cage & Vault Department. Insures that all policies and procedures are followed correctly. Checks incoming cashiers and outgoing cashier's bank. Verifies Vault inventories with the ending of the previous inventory. Morning Supervisor responsible for verification of Casino daily deposits. Has authorization for signing jackpot checks. Issue beginning banks to other department employees. Directly handles all transfers from Supervisor's bank and Main bank. Reviews assigned cashier's work performance.

SPECIFIC RESPONSIBILITIES:

1. Supervise, train and cross-train Cage Cashiers (redemption, change, jackpot and hopper fill), Vault Cashiers, Soft Count, Hard Count.
2. 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.
3. Review, analyze and account for all cash variance in a timely manner.
4. Monitor and assure compliance with cash variance and tip policies and procedures.
5. Check inventories of supplies and forms to assure an adequate supply is on hand.
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 Cage & Vault area is permitted only to authorized personnel.

8. Supervise preparation for daily deposit, ordering of change coin/currency and bag/can daily denomination mix.
9. Assist with desk manual compilation, Cage & Vault policy and procedures and forms revision.
10. Responsible for enforcing compliance with Casino policies and procedures.
11. Duties, responsibilities, requirements and expectations pertaining to this job are subject to change as needed.
12. Completes other duties as directed by Cage & Vault Director or above.

MINIMUM QUALIFICATIONS:

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

EXPERIENCE: 3 years previous banking or Casino Finance experience. Previous supervisor/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. Must be able to lift 20 pounds. 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 work environment containing excessive noise, smoke and stress.

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