

SAC & FOX CASINO POSITION DESCRIPTION

POSITION TITLE: Reconciliation Clerk

DEPARTMENT: Casino Finance

STATUS: Regular, Full Time

SALARY RANGE: 11

LEVEL OF RESPONSIBILITY:

DESCRIPTION OF WORK:

Collect and review daily paperwork and transmittal forms from Cage and Vault to determine accuracy and compliance with Internal Controls and Casino Policy & Procedure.

SPECIFIC RESPONSIBILITIES:

1. Collect and organize daily paperwork and assure Cage Transmittal Forms are correctly completed.
2. Reconcile Vault activity and trace accuracy of Vault transactions.
3. Prepare and print recap reports on all gaming activity including customized reports.
4. Record Drop/Pay out as they relate to Casino activity.
5. Confirm accuracy of transactions, including bank deposits, Hard Count, Soft Count and Vault activity.
6. Prepare and print month end reports on all gaming profit centers.
7. Maintain confidentiality of all Casino operations data.
8. Other duties as directed.

MINIMUM QUALIFICATIONS:

EDUCATION: High School graduated or GED

EXPERIENCE: One years accounting and records management experience in a financial institution, Casino or related organization.
Experience in the operation of PC's and associated software.

KNOWLEDGE/ABILITY/SKILLS:

Ability to type and operate a 10-key calculator.
Skill in organizing priorities and attending to details.
Ability to interpret and evaluate application of internal controls.
Ability to communicate effectively orally and in writing.

NECESSARY SPECIAL REQUIREMENTS:

Responsible for compliance with the Casino's Internal Control Policy and Procedures as it relates to the positions stated job description.

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 the duties and requirements of the position.