

****EXTERNAL POSITION OPENING****

CAGE & VAULT MANAGER



RATE OF PAY: Depending upon experience
LOCATION: Seven Clans Casinos –Thief River Falls, MN
OPENS: March 5, 2019
CLOSES: March 19, 2019

POSITION OBJECTIVES:

Under the general supervision of the General Manager is responsible to oversee the Cage and Vault operations and activities for Seven Clans Casinos.

DUTIES AND RESPONSIBILITIES:

- ❖ Oversees the Cage and Vault operations to ensure all policies, procedures and internal control measures are adhered to and maintained.
- ❖ Maintains accurate and complete record keeping; ensures appropriate records are routed in a timely manner as necessary, including tax withholding and winners.
- ❖ Reconciles Cashier Balance Sheets, records errors and makes correcting entries.
- ❖ Maintains records of cash shortages and/or overages, enforces policies as required.
- ❖ Ensures adequate currency and coin amounts are maintained for daily business transactions.
- ❖ Analyzes and recognizes deficiencies or problem areas and provides solutions to achieve desired results.
- ❖ Ensures all safety and security measures are maintained.
- ❖ Reviews surveillance tapes to detect any irregularities in procedures or to assist in solving customer grievances and identifying discrepancies.
- ❖ Performs all job functions of window, vault or chip bank cashiers, and soft count team and/or change personnel.
- ❖ Participates in the review of associates and completes necessary paperwork as required by established policies and procedures. Maintains training program for departmental new hires.

REQUIRED QUALIFICATIONS:

It is required the Cage/Vault Department Manager have a Bachelor's degree in Business Management, Upper management experience, Accounting knowledge.

SEND COMPLETE RESUME/TRANSFER REQUEST TO:

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20595 Center St E. MN 56701 1-800-881-0712
Website; www.sevenclanscasino.com