



MOLE LAKE

CASINO LODGE

Position: Vault Cashier \$18/Hour
Reports to: Cash Operations Manager, Casino Shift Manager (when Cash Operations Manager not present)
Hours: Part-Time AM shift

SUMMARY:

Responsible for the operation of an efficient and accountable vault. This position requires the vault cashier to be familiar with cage and change duties and requirements.

DUTIES/RESPONSIBILITIES:

- Safeguarding of Casino assets.
- Counts and certifies all items left from the previous shift's Vault Cashier and Cage inventory sheet.
- Verifies the money from the soft count and accepts the transfer from the count room into the vault.
- Issues fill and credits to table games.
- Review and verify jackpots, fill, coupons, Ditronics Check Cashing, TiTo redemptions.
- Will perform timely and accurate transactions for the Cage Cashier's, Blackjack department, Bar, Kitchen, Bingo, etc.
- Performs timely and accurate accounting procedures for the Vault.
- Notifies Cash Operations Manager of inventory levels that need to be replaced.
- Follow systems and procedures for Cage operation as outlined and not deviate from procedures without prior consent.
- Performs all other duties as assigned.

UNIFORM

- Casino issue departmental polo shirt: may wear a long sleeve pocket-less shirt or turtleneck under departmental-issued polo.
- Black slacks, pocket less or pockets must be sewn shut.

QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or equivalent
- Two forms of ID, one of which must be a photo ID.
- Must be at least 18 years of age.
- Must submit to and pass drug test upon hire or at random per SGEC Employee Handbook.
- Physically able to perform all aspects of position.
- Take and pass Title 31 compliance test within 30 days of hire.
- Be able to pass a background investigation.
- Successfully complete 60-day probationary period

- Must be able to interact well with the public and co-workers.
- Strong organizational, supervisory, and accounting skills
- Native American preference is granted according to P.L. 93-638.

Submit completed applications/resumes to:

Sokaogon Gaming Enterprise Corporation

Human Resources

P.O. Box 277, Crandon, WI 54520

SGEC HR Contact Information:

Phone: 715-478-7549

Fax: 715-478-5745

Cell: 715-784-1503

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