



Menominee Casino Resort

2nd Posting

Position Vault Cashier

Job Status Part-Time

Minimum Age 21

Wage \$ 20.00

Date Posted Tuesday, July 09, 2024 8:00:00 AM

Date Closed Monday, July 22, 2024 4:30:00 PM

FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.

SUMMARY

Responsible for vault transactions incoming and outgoing during the shift at the Casino vault.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for handling exchanges and fills through the vault for the cashier booth.
- Responsible for verifying opening imprest amounts in Casino for Customer and/or Service Counter cashiers in the absence of a Cashier Supervisor or Lead Person or Casino Shift Manager.
- Responsible for verification of count monies brought into the vault on a daily basis.
- Responsible for verification of count monies and deposit slip preparation at the Thunderbird Complex.
- Shall ready daily bank deposits as calculated by Vault Reconciliation Clerk.
- Responsible for preparation of vault reconciliation on a per shift basis.
- Responsible for replenishing and daily audit of eTICKET redemption centers, ATM's and Safe Point Machine at Thunderbird Club.
- Responsible for recording the transfer of income from floor departments to the vault. (Bar, Bingo, Box Office, Café, Gift Shop, Hotel and Restaurant, etc.)
- Facilitates the flow of information, by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Shall comply with Vault Cashier Department Handbook, as well as Internal Controls.
- Shall be responsible for repayment of any shortages.
- Any other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be 21 years of age or older. Ability to work within critical time constraints. Must be able to work odd hours, which include weekends, holidays and evening hours. Must be able to work under pressure.

EDUCATION and/or EXPERIENCE

High School diploma or it equivalency required.

SPECIAL QUALIFICATIONS

Effective communication skills required. Must be extremely numbers-oriented. Knowledge and experience in EXCEL. At least one year previous money handling experience required experience.

CRIMINAL BACKGROUND MINIMUM REQUIREMENTS

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a
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pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.

In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact.”

LANGUAGE SKILLS

Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form. Ability to respond to common inquiries or concerns from employees.

MATHEMATICAL SKILLS

Ability to add, subtracts, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to apply common sense reasoning to a variety of situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Employee is regularly required to stand, for long periods of time. The Employee is regularly required to lift and/or move up to twenty-five pounds, and often lift and/or move up to fifty pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually mild to moderate.

TRIBAL REQUIREMENTS:

Must be able to withstand a background check.

Must be able to be approved for and maintain a valid Gaming license.

Preference will be given to qualified Menominee or other Native American applicant.