



POSTED: May 22nd, 2024 POSTED: Until Filled

JOB DESCRIPTION

POSITION: Vault Cashier
DEPARTMENT: Vault
LOCATION: Casino/Resort
SUPERVISOR: Vault Supervisor
EMPLOYMENT: Full Time
PAY RATE: \$15.00-\$17.00/Hour (Non-Exempt) D.O.E.
LICENSE STATUS: Key-Employee

DESCRIPTION:

The Vault Cashier will be responsible for the Casino's main bank. This person is responsible for performing all associated monetary functions of the main bank in accordance with the Casino and departmental policies and procedures.

RESPONSIBILITIES:

- Provide excellent guest service through active guest engagement and a positive attitude.
- Shall be required to read, implement, and adhere to all NWCR Policies and Procedures, LVD Gaming Ordinance, Tribal/State Gaming Compact, NIGC Minimum Internal Control Standards, Indian Gaming Regulatory Act, LVD Tribal Internal Control Standards, Title 31 Minimum Internal Control Standards, NWCR Casino Employee Handbook, Vault Department Policy, and Procedure Manual.
- Responsible for the vault's main bank; its inventory and reconciliation.
- Responsible for the processing and preparation of monies of Casino operations as required.
- Performs cash, coin, and table chip transactions with Casino staff.
- Creates cash and check deposits as required.
- Performs end of shift audits of cashiers.
- Required to operate or maintain casino ATMs, stocking with cash as needed.
- Responsible for accurate handling of all monies or accountable for items in their charge.
- Must resolve customer complaints or problems in a positive manner.
- Must be able to issue and reprint Club Cards.
- Completes all required paperwork associated with position.
- May be required to perform any tasks within the department as needed.
- Must always be above reproach and represent the highest level of integrity.

- Due to the dynamic casino environment from time to time, we require employees to be flexible and assume other responsibilities assigned by management.
- To remain in compliance with Casino Regulatory policies and procedures, employees are required to attend all necessary meetings and training facilitated by Management.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED.
- Strong mathematical aptitude.
- The ability to communicate effectively, orally and in writing is required.
- Occasional lifting-up to 25 pounds and carrying for short distances, sometimes continuously.
- Must be able to work all shifts as assigned, including weekends and holidays.
- Must pass background checks and other pre-employment screenings necessary to receive and maintain a Gaming License.

PREFERRED QUALIFICATIONS:

- Previous money handling experience is preferable.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

PREFERENCE FOR HIRING:

Preference shall be given when it is established that the applicant meets the qualifications as stated in the job description. The following order shall be adhered to for hiring:

- Enrolled LVD Tribal Member
- Parents/Legal Guardian of LVD Tribal member children and spouses of Tribal Members
- Other Native Americans
- All others

Date Approved by the LVD Gaming Commission: 5/16/2023.

Date Approved by the Public Enterprise Finance Commission (PEFC): 08/29/2023.

Northern Waters Casino Resort

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Sign _____ **Date** _____