

JOB DESCRIPTION

POSITION: Cage/Vault Manager

POSTING DATE: 10/28/2019

WAGE: \$50,000 Salaried/Negotiable

CLOSING DATE: Until Filled

Location: Gaming Division

Reports directly to: Chief Financial Officer

Every employee of North Star Mohican Casino Resort is expected to greet and service our customers in a friendly, respectful manner and create a warm, fun atmosphere so that our customers feel welcome and enjoy visiting our establishment. North Star Mohican Casino Resort strives to provide a positive team environment where everyone contributes.

STANDARD QUALIFICATIONS:

All employees of North Star Mohican Casino Resort must meet the following qualifications.

1. Must be able to obtain and maintain a Mohican Nation Gaming License.
2. Must submit to a Criminal Investigation Background Check (CIB).
3. Must maintain an acceptable departmental attendance record.
4. Must submit to and pass a pre-employment drug screening and health screening.
5. Must be able to work weekends, nights and holidays.

STANDARD DUTIES:

1. Must attend all training provided by the North Star Mohican Casino Resort.
2. Must adhere to all established rules, regulations, procedures, and policies of North Star Mohican Casino Resort and the Cage/Vault Department.
3. Must participate in employee random drug testing program.
4. Must be able to work with a variety of people with diverse personalities.
5. Must attend all meetings, as assigned.
6. Must dress professionally.
7. Must be reliable and prompt when reporting to work.
8. Must maintain compliance with all workplace policies, procedures, ordinances, laws and other communicated expectations, including but not limited to: Employment Manual, gaming Ordinance, State Gaming Compact, Minimum Internal Controls, Department Procedures, memos and other communication from supervisory or regulatory personnel.
9. All other assigned duties.

EDUCATIONAL REQUIREMENTS:

1. High School Diploma or GED is required.
2. An Associate Degree in Business Management or closely related field is required.

DUTIES:

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1. Responsible for physical control of all funds in the cage/vault department which includes assessing coin and currency levels to maintain optimum levels for the operations.
2. Oversee the preparation of the bank deposit while maintaining adequate denominations of currency, coin and tokens on hand.
3. Assess the impressed amounts of currency in cage windows and gaming ticket redemption machines (TXC, NRT) and adjust as needed.
4. Develop, implement and direct departmental procedures which enable the cage/vault department to function more effectively. Enforce departmental compliance with all rules, regulations, policies and procedures as well as NIGC and Tribal MICS.
5. Conducts constant monitoring of internal operations including daily operations and management of policies and procedures.
6. Provide assistance to the cage supervisors in understanding the complexities of the department and monitoring the supervisor log and resolving issues in a timely manner.
7. Assign and prepare evaluations and oversee all employee disciplinary matters.
8. Monitor department staffing levels and request new staff as needed. Process all employee change in status notifications in a timely manner.
9. Schedule staff necessary to meet operational needs. Approve requests for scheduled PTO. Maintain employee time-off accrual records.
10. Prepare weekly attendance timekeeping reports. Make pay corrections in a timely manner.
11. Direct Title 31 and other training of staff. Ensure that Title 31 training is current for all applicable employees. Monitor updates of Title 31, Federal and State banking regulations.
12. Follows up on surveillance and security reports issued by the CFO on a timely basis. Identify and investigate discrepancies, correct or forward appropriate documentation to the finance department for further information, review, and action.
13. Responsible for performing cash shortage investigations including review of documents and review of work stations or surveillance tapes. Coordinate fair and effective employee counseling and disciplinary actions.
14. Attend manager, department and cage/vault supervisor meetings. Resolve all issues brought forth on a timely basis. Inform staff of issues that need to be addressed.
15. Responsible for communicating with administration, managers, and associates changes and enhancements in respect to the cage/vault department policies and procedures in a timely and efficient manner.
16. Maintain adequate supplies of cage/vault forms and other necessary supplies. Amend department forms where necessary.

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17. Assist in the year end audit performed by external auditors and internal audits when requested.
18. Understand the goals and vision of the organization and demonstrate commitment to the goals in terms of individual and team performance.
19. Complete other duties as assigned.

QUALIFICATIONS:

1. North Star Mohican Casino Resort is looking for a courteous and friendly individual.
2. Must have at least two (2) years of supervisory and/or management experience with strong organizational and conflict resolution skills. Two (2) years gaming experience is preferred.
3. One (1) year of experience in a position that managed large sums of money, setting goals, developing strategies, and scheduling is required.
4. A technical and working knowledge of personal computers and various business software, such as Microsoft Office and e-mail is required.

5. Must possess excellent communication and leadership skills and possess ability to speak effectively and interact well with guests and employees. Must have ability to communicate ideas and concepts.
6. Ability to plan and complete tasks with minimum day-to-day supervision.
7. Must have ability to resolve problems/conflicts in a diplomatic and tactful manner.
8. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Required to frequently stand, walk, talk and hear. Also, frequent use of hands to handle or feel, and reach and grasp. Additional hand movements include, but are not limited to: repetitive motions, grasping, holding and finger dexterity.
2. Occasionally will need to stoop, kneel and or crouch. Must be able to frequently lift and/or move up to thirty (30) pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and depth perception and the ability to adjust and focus, with the aid of prescription glasses/contacts, if needed.
4. Work is generally performed in a casino setting with a higher noise level and where cigarette smoke is prevalent.
5. Evening and/or weekend work is required. Extended hours and irregular shifts may be required.
6. Work environment requires excellent personal hygiene, due to working near others.
7. Work environment is **NOT** smoke, noise, or dust free.

Note: Applicant must include resume with employment application.

SUBMIT APPLICATION TO:

Human Resource Department
North Star Mohican Casino Resort
W12180 County Road A
Bowler, WI 54416 or Email completed application to: jobs@northstarcasinoresort.com
Or Fax completed application to (715)787-4113

THE STOCKBRIDGE-MUNSEE COMMUNITY OPERATES AS AN EQUAL OPPORTUNITY EMPLOYER; EXCEPT INDIAN PREFERENCE IS GIVEN IN ACCORDANCE WITH THE TRIBAL EMPLOYMENT PREFERENCE ORDINANCE.

WE ARE A DRUG FREE EMPLOYER. CANDIDATES MUST PASS A DRUG SCREEN & REMAIN DRUG FREE

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.