**Main Bank Cashier**

**SUPERVISOR:** Cage Manager  **EXEMPT (Y/N):** No

**CLASSIFIFCATION:** Key Employee

**SUMMARY:**

Responsible for the smooth and efficient operation of the Cage, Vault and Main Bank. Maintain tracking of coin and currency for Cage, Vaults and Main Bank. Count and verify all cash/coin/ticket transactions in all Cage areas and assist Cage Supervisor with all transactions within the department.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all- inclusive*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Responsible for maintaining adequate levels of coin/currency in the Cashiers' Cage at all times.
* Assures that floor locations are adequately impressed (automated Currency Transaction Kiosks).
* Verifies that coin shipments and currency bank deposits are prepared accurately and timely.
* Ensures that contents of the vault are organized so they can be readily counted at shift change.
* Prepares and completes all job-related paperwork which includes, but not limited to, cash count sheets, coin transfers, bank summary sheets and other value items.
* Reconciles inventories at end of assigned shift, including but not limited to F&B cashier, coin cashier, gaming attendant and others.
* Forwards to accounting all end of shift and end of day paperwork for review and retention.
* Reconciles CTKs (Cash Ticket Kiosk) as required.
* Safeguards assigned cash drawer and Casino assets.
* Counts and verifies all transactions in Cage at beginning and end of shift.
* Makes change and exchanges tickets/change for cash.
* Provides exceptional customer and co-worker relations.
* Maintains jet sort equipment by clearing coin jams and changing coin bags.
* Maintains accurate cage cash transmittal forms and other paper work.
* Maintains confidentiality of Casino operations data.
* Performs drop and count procedures in accordance with gaming and company regulations and departmental policies and procedures.
* Maintains accuracy of the chip bank inventory, pit fills and credits; as well as, the transfer of funds in the jackpot window.
* Attends and participates in regularly scheduled staff meetings.
* Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* High School Diploma or GED plus one (1) year cashiering experience preferably in a casino or banking environment.
* Must be twenty-one (21) years of age.
* Valid driver’s license and clean driving record.
* No felony or theft convictions.
* Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.
* Obtain and maintain a gaming license.
* Tribal preference.

**TRIBAL PREFERENCE POLICY:**

Members of the Jena Band of Choctaw Tribe shall be given absolute preference with respect to hiring, promotions, training, contracting and separation from employment.  For persons who meet the minimum qualifications, preferential treatment shall be based on the following criteria and shall be given in the following order:

* Enrolled members of the Jena Band of Choctaw tribe who satisfy the minimum job qualifications;
* Spouses of enrolled members of the Jena Band of Choctaw who satisfy the minimum job qualifications;
* Enrolled members of other recognized tribes who satisfy the minimum job qualifications;
* Military Veterans;
* All others who satisfy the minimum job qualifications.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Previous money handling skills preferred.
* Ability to communicate clearly and effectively both orally and in writing.
* Ability to logically and independently plan, organize and complete work.
* Must have excellent customer service skills.
* Ability to set and achieve high standards of performance.
* Ability to express ideas or make recommendations concerning job-related issues; learn specific job duties and complete detailed work assignments.
* Maintain knowledge of basic concepts and techniques.

**PHYSICAL DEMANDS:**

* While performing the duties of this job, the employee regularly is required to use hands to finger, (handle or feel); reach with hands and arms; and talk or hear.
* The employee is required to walk and stand; and stoop, kneel, crouch, or crawl.
* The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

* Work is generally performed indoors in a casino setting where employee may have frequent contact with the public and be exposed to moderate/high noise levels, dirt, dust, unpleasant odors and second-hand smoke.
* Prolonged sitting, standing, walking, or an extended work hours including swing shifts, evenings, holidays and weekends are usually required.

**WORK SCHEDULE & ACCEPTANCE:**

I understand by accepting this position with Jena Choctaw Pines Casino I attest that I have read and understand the job description and can perform the essential functions for the job for which I am applying. I understand that I may be scheduled to work any shift, due to the business being open 24/7, 365 days a year. I understand that the casino is open and operating on all holidays. I understand that I am expected to work the schedule that is assigned to me weekly or monthly, accepting any changes that are made by my supervisor(s). I understand that I am expected to be on time for any and all shifts, due to the fact that I any need to relieve a co-worker and that there may be scheduled events for our guests. I understand as stated in our handbook, penalty points will be charged and accumulated for all absences. I have been made aware that we have a section in our handbook on rules of conduct, which I, as an employee, am required to adhere to. I have read this statement and agree.

Name: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date:\_\_\_\_\_\_\_\_\_\_\_\_

Revised 12/2016

Department Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Director: Date:\_\_\_\_\_\_\_\_\_\_\_\_

General Manager: Date:\_\_\_\_\_\_\_\_\_\_\_\_

Gaming Commission: Date:\_\_\_\_\_\_\_\_\_\_\_\_