

**Human Resources
Office**

Baraga Property
16449 Michigan Avenue
Baraga, MI 49908
Phone: 906-353-4120
Fax: 906-353-8786



**Human Resources
Office**

Marquette Property
105 Acre Trail
Marquette, MI 49855
Phone: 906-249-4200 x204
Fax: 906-249-9610

CAGE VAULT CASHIER

Full-time, Non-Exempt Position

Location: Baraga, MI

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICATION
OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- KBIC Enterprise Job Application**
- Qualification Sheet(s)**
- Resume**
- College Transcripts (if applicable)**
- If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency**
- If you are a Veteran, you must attach a copy of your DD214**

PLEASE SUBMIT APPLICATION AND REQUIRED DOCUMENTATION TO:

Human Resources Office (Located in Baraga or Marquette)

Email: HR@ojibwacasino.com

Fax: 906-249-9610

POSTING DATE: May 8, 2019

**CLOSING DATE: May 22, 2019
Or Until Filled**

Baraga Property

16449 Michigan Avenue
Baraga, MI 49908
906-353-6623 x4120
Fax: 906-353-8786



Marquette Property

105 Acre Trail
Marquette, MI 49855
906-249-4200 x204
Fax: 906-249-4401

Human Resource Office

OJIBWA CASINOS POSITION DESCRIPTION

JOB TITLE:	Cage Vault Cashier	DEPARTMENT:	Cage
LOCATION:	Baraga	SUPERVISOR:	Cage Shift Manager
WAGE:	Grade 5 (Min: \$12.43/hr) Full-time, Non-Exempt Position <i>Non-Administrative Benefits Package</i>	CLOSING DATE:	May 22, 2019 or Until Filled

The Keweenaw Bay Indian Community does not discriminate on the basis of race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

POSITION SUMMARY: This position is responsible for the daily operations of the Cage Vault. In addition to providing excellent customer service, the incumbent will ensure that accurate records of all transactions are maintained and that the transfer of all currency received from gaming to the designated depository institutions is expedited.

QUALIFICATIONS/REQUIREMENTS:

1. High School Diploma, GED or Certificate of Completion is required. *Waived for individuals 55 years of age and above who meet the remainder of the requirements in the job description. This qualification may also be waived for individuals working obtaining their GED who meet the remainder of the qualifications listed. Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to Department Director/Manager and HR Director.*
2. Must be 18 years of age or older.
3. Must be able to obtain and maintain a Gaming License.
4. Minimum 6 months of casino cage experience is required or must have at least one (1) year related work experience in banking or accounting.
5. Knowledge of currency counters is required.
6. Proficient math skills are essential.
7. Must possess excellent interpersonal and communication skills.
8. Must be able to deal with the general public and fellow employees with tact, courtesy, respect, objectivity and maturity.
9. Must be able to prepare written reports with acceptable punctuation, neat handwriting, and descriptive details of specific incidents.
10. Working knowledge of the Cage/Credit and Oasis application systems is preferred.
11. Must conform to Cage Department over/short program.
12. Knowledge of Tribal/State/Federal gaming regulations is preferred.
13. Must be willing and able to obtain additional education and training as needed.

DUTIES AND RESPONSIBILITIES:

1. Provides prompt, friendly, courteous and quality service to our customers, addressing both customer and employee needs.
2. Prepares bank deposits from gaming proceeds.
3. Accounts for revenues from gaming activities. Records and verifies all transfers to and from the currency, coin and chip vaults.
4. Inventories and proofs the currency, coin, and chip vaults at the beginning of each shift.
5. Accounts for, and reconciles, cash on hand.
6. Prepares beginning tills/banks for each department as needed.
7. Processes and records all cash transfer transactions, i.e. receipt/disbursement summaries and daily activity report.
8. Prepares transmittal data for journal entries.
9. Maintain adequate levels of coin/cash for operational needs.
10. Operates coin counters, coin wrappers, currency counters and ticket in/ticket out machines for accurate distribution of monies.
11. Works cooperatively with all staff to assure quality customer service is provided.
12. Will attain knowledge of Title 31 Federal cash reporting requirements.
13. Will assume position of cashier if necessary.
14. Must maintain strict confidentiality in all departmental matters.
15. Must conform to all Tribal/State/Federal gaming regulations.
16. Performs all other job related duties as assigned by their supervisor.

PHYSICAL REQUIREMENTS:

1. Must be able to stand for long periods of time, and occasionally sit, bend/stoop, push/pull, squat, balance, kneel, carry up to twenty four (24) pounds and lift up to fifty (50) pounds. May occasionally climb heights and reach above shoulder level.
2. The work environment is **not** noise, dust or smoke free.
3. Employee must satisfactory pass a pre-employment physical, drug screen, and Security Background Check.

This summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position shall be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of the employee, nor to exclude other duties not mentioned that are of a similar kind.

APPROVED 05/07/2019

Qualification Sheet (page 1)

Please list your specific knowledge, skills, and experience showing how it's related to the position requirements listed below.

Name: _____

Position: Cage Vault Cashier (Baraga)

1. Do you have a high school diploma or equivalent? And/or additional education? (Remember to attach education support to your application.)

2. Do you have at least 6-months of casino cage experience OR at least one (1) year of related work experience in banking or accounting?

3. Are you knowledgeable of currency counters? Please describe your experience &/or something similar.

4. Proficient math skills are essential. How are you with math? How have you used it in a previous job?

5. Have you prepared written reports? Please describe your experience and what you feel is most important when writing reports?

6. What is your experience working with the general public?

Qualification Sheet (page 2)

7. This position requires excellent interpersonal and communication skills, so please describe how you have provided this in a previous job.

8. Have you used the OASIS ERP System? Please describe your experience using an ERP system.

9. Are you able to work well under pressure and work effectively to solve problems? Provide an example of how you have completed a work task while under pressure.

10. What is your knowledge of Tribal / State / Federal gaming regulations?
