



JOB POSTING

Native American Preference will apply in accordance with Tribal policies

JOB TITLE: Count Team Member	Revision Date: Sept. 2013
SUPERVISOR: Lead Count Team	DEPARTMENT: Finance
SUPERVISORY RESPONSIBILITIES: None	

SUMMARY:

Responsible for counting all the contents of all table games, poker games, and slot currency acceptor drop boxes and recording counts and transaction amounts (i.e., table game fills and credits) on appropriate forms or entering amounts into computer system.

KNOWLEDGE AND CERTIFICATION, SKILLS AND ABILITIES

Knowledge and Certification

Required:

- At least 21 years of age
- High school diploma or GED required
- 1 year general cashiering experience

Preferred:

- Working knowledge of the Gaming Industry and the laws and regulations governing gaming operations

Skills

Required:

- Basic computer skills
- Strong written communication skills
- Strong verbal communication skills
- Customer service, interpersonal and teamwork skills necessary to maintain quality service delivery
- Accurate and detail-oriented
- Strong problem solving skills

Abilities

Required:

- Ability to maintain high confidentiality

- Ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision
- Ability to manage extensive amounts of paperwork
- Ability to independently lift up to 50 pounds routinely
- Ability to perform basic mathematical functions
- Ability to count large sums of money

ESSENTIAL DUTIES AND RESPONSIBILITIES

Drop Team:

1. Removes and replaces slot machine bill validating currency drop boxes, one slot/gaming machine at a time.
2. Transfers slot drop boxes, escorted by security, to a locked count room where the buckets are secured.
3. Adheres to all regulatory, departmental, and casino policies and procedures, and to the MICS.
4. Must adhere to the safety rules and regulations of the Running Creek Casino and of the Finance department.

Count Team:

1. Receive soft count drops and review, count and sort money; verify accuracy of money records according to established standards, requirements and procedures.
2. Process related forms.
3. Input soft count and other financial data into an assigned computer system; maintain related automated records; assure accuracy of input data.
4. Maintain records and logs related to soft count drops, money totals, discrepancies, daily activities and assigned duties.
5. Communicate with Casino personnel to exchange information and resolve issues or concerns.
6. Operate a currency counter, calculator, computer and assigned software.
7. Must adhere to the safety rules and regulations of the Running Creek Casino and of the Finance department.

PHYSICAL DEMANDS

While performing the duties of this position, the team member is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The team member required to lift and/or move up to 50 pounds routinely.

WORKING ENVIRONMENT

Office, gaming floor and convention center environment including flashing lights, frequent loud noises and cigarette smoke. Must be able to communicate using written, oral and computer methods. Must be able to operate computer equipment, 10-key calculator, currency counter, etc., (for extended periods of time). Must have manual dexterity necessary to manipulate computer equipment. Must be flexible with work schedule. Must be willing to work any hours and/or shift, as assigned, according to business needs.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

All Running Creek Casino employees are responsible to ensure that their designated operations are in compliance with Casino policies, MICS, Tribal policies, State compact and Tribal gaming regulations.

Conditions of employment with the Running Creek Casino include passing a pre-employment drug test, a background investigation to secure a gaming license and successfully completing a three-month introductory period. Candidates for this position will be required to have dependable transportation available to them.