



JOB DESCRIPTION

POSITION TITLE: Vault Banker
DEPARTMENT: Accounting
SALARY: 16.00
POSTING DATES: 1/9/25-2/3/25

GENERAL RESPONSIBILITIES:

Reports to the Cage Supervisors and adheres to a high level of confidentiality and accuracy and professionalism.

RESPONSIBILITIES:

- Inventories Vault and makes a physical count of all currency, coin, foreign currency, foreign coin, checks, traveler's checks and other monetary instruments.
- Maintains a cash summary for each shift. Will keep detailed paperwork everything going in and out of vault. Reconciles cash and transactions for each shift.
- Verifies Soft Drop, Table Games Drop and Kiosk Drop.
- Maintains proper procedures for cash handling and counting for accuracy: • Issues tills to all POS (Point of Sale) Areas, i.e. F&B, Marina, etc.... • Insures matching count with other department employee for cash and all applicable paperwork for POS tills. • Insures paperwork is correct and signed by cashier and Vault Banker.
- Exchange currency, coins, chips and other monetary instruments with Cage Jackpot/Fill and Cashier stations. Insure that proper paperwork accompanies each transaction.
- Maintains monetary instrument logs for: • Checks • Gift Certificates • Marketing Bus Coupons and other coupons • Shuttle Passes • Food and Beverage Coupons • Marina Coupons • Table Games coupons and Promotional Chips.
- Credits all currency, coin, chips and monetary instruments going into vault. Debits currency, coin, chips and monetary instruments going out of vault.
- Follow procedures for issuance of Jackpot checks
- Follows Title 31 compliance requirements.
- Responsible for filling and maintaining Kiosks (Ticket Exchange) and processing of proper paperwork.
- Responsible for cleaning and preventive maintenance of vault equipment, such as: • Currency counters • Coin Wrapping machines • Calculators
- Other duties as may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or G.E.D.
- Preferred Ability to do heavy lifting (up to 50lbs)
- Some computer skills preferred
- Prior money handling experience preferred
- Must consent to a background check in order to qualify for gaming license

- Must complete pre-employment drug testing
- Requires dependable, mature individual with excellent communication skills.

EMPLOYMENT STATUS:

Full-Time, permanent, hourly, Full benefit package. Native American Preference applies.

