



SKI APACHE

Title: Main Bank (Vault) Supervisor
Department: Ski Apache
Opening Date: September 17, 2009
Closing Date: Until Filled
Gaming License Required: Yes
Pay Rate: 13.50
Shift: Includes all Shifts + Holidays & Weekends
Positions Available: 1 Full-Time Seasonal

Job Summary: Responsible for the Daily operations of the cage/main bank during their shifts, in accordance with the Internal Control Structure (ICS) and with the Policies, Standards and procedures manual for the Cage/Main Bank.

Monitors the performance of team members, ensuring adherence to the Cage/Main Bank policies, Standards and procedures and the Internal Control Structure (ICS) for each assigned shift. Calculates and performs daily bank deposits. Maintains Cage and Main Bank accountability and related documents and safeguards for gaming chips, numerically controlled documentation and supply inventory; Performs even Money Exchange with other Casino departments and Cage banks;

Reviews daily cash receipts and disbursements through the Main Bank;

Verifies all Cash turned in by operating departments; Maintains an adequate amount of currency and coin in reserve for daily operation and promotional events; Reconciles Cage and Main Bank accountability for assigned shift; Ensures completion and accuracy of all Federal currency transaction reporting requirements (Title 31); Reviews all cage cashiers discrepancies and follow up report; Assist with the preparation of the cage cashier weekly work schedules; Planning, assigning and Directing work; Responsible for performance reviews; Carries out Supervisory responsibilities in accordance with the casino's policies and applicable laws; Must be Able to Obtain and Maintain a Class III Gaming license.

Job Qualifications: High School Diploma and or General Education Diploma (GED); two years job-related experience and/or training; or equivalent combination of education and experience may be substituted. Supervisory experience preferred. Must possess good oral and written communication skills, as well as quality people skills; Must be able to work all shifts. Must be able to maintain a gaming license.

Mescalero Apache Tribal Preference. Bi-cultural experience preferred.

Applications/Resumes must be submitted to the Human Resources Center located on the 5th Floor, East end of the Inn. Applications/Resumes may be submitted via Fax at 575-464-7310. For more information, contact the center at 575-464-7329.

"Best All Season Resort Destination in the Southwest".