



## Menominee Casino Resort

### 1st Posting

**Position** Cage Manager

**Job Status** Full-Time

**Minimum Age** 21

**Wage** Negotiable

**Date Posted** Wednesday, October 10, 2018 8:00:00 AM

**Date Closed** Wednesday, October 17, 2018 4:30:00 PM

*FIRST POSTING: OPEN 5 DAYS AND LIMITED TO ANY ENROLLED MENOMINEE TRIBAL MEMBER. SECOND POSTING: OPEN TO THE GENERAL PUBLIC.*

### SUMMARY

Responsible for the overall direction, administration and coordination of the audit count team, cage and the vault. Work with individual departments as needed in resolving guest complaints and service problems. This position needs to ensure each of the departments are running efficiently and effectively within the guidelines of the Menominee Casino Resort's policies and procedures, Internal Control Standards and objectives established by Administration and the Financial Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops, implements and directs departmental procedures which enable the Cage to function more effectively.
- Responsible to manage employees engaged in cage cashier, vault and count team activities through subordinate supervisors.
- Responsible for interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Ensure that all accounting activities for these departments are performed accurately and efficiently, in accordance with all applicable laws, rules and regulations of the Gaming Commission, Federal, and State Commissions, and established company policies, procedures, and controls.
- Prepare the bankroll calculation on a quarterly basis and make recommendations to the Financial Director for changes in the impress amounts.
- Responsible for monitoring deposits with the courier service.
- Revise and/or create policy and procedures for the cage, vault and count team.
- Directly supervise the cage, vault and count team supervisors, revenue auditors and cashier reconciliation clerk.
- Responsible for updating Vault Daily Template, Daily Audit Transmittal and Vault Cashier Workbooks in Excel.
- Creates and administers departmental operating budgets and budget controls.
- Assist with external and internal audits.
- Facilitates the flow of information to supervisors, by organizing and presiding over regularly scheduled meetings with supervisors.
- Responsible for recommending change in drop start time to the Financial Director.
- Responsible for submitting timecards/sheets to the Finance Department and maintaining attendance records and personnel files.
- Review and prepare daily audit error correction journal entries, via corrections submitted by Revenue Auditors and Cashier Reconciliation Clerks.
- Responsible for casino Title 31 Program, including updating manual, training of cash handling departments and reporting of Title 31 activity.
- Responsible for the State of Wisconsin Revenue Verification.
- Responsible for accurately monitoring employee signature cards.
- Assist with appropriate committees.
- Supervises the Accounting Department when the Financial Director is absent.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.
- Responsible for maintaining a consistent, regular attendance record.
- Any other duties as assigned.

### SUPERVISORY RESPONSIBILITIES



**MENOMINEE**  
CASINO RESORT

**Menominee Casino Resort**

Directly supervises the activities of the audit team, cage, count and vault departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Minimum: Associate's degree in Accounting, Business Administration and/or Gaming Management from a college or university and three years related accounting experience. Also requires five years supervisory/managerial experience in accounting.

Preference: Bachelor's degree in Accounting or Business Administration with three years gaming accounting experience and five years supervisory/managerial gaming accounting experience.

**SPECIAL QUALIFICATIONS**

Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers oriented and possess strong Excel and Word skills. Knowledge of computers and calculators.

Working knowledge of any of the following: 25CFR Part 542 Minimum Internal Control Standards, National Indian Gaming Association Minimal Internal Control Standards, Menominee Indian Tribal/State of Wisconsin Gaming Compact and Tribal Internal Control Standards and Title 31 Bank Secrecy Act.

**ADDITIONAL REQUIREMENTS:**

- Must be able to withstand background check.
- Must not have been convicted of theft, shoplifting or fraud.
- Must be 21 years of age or older.
- Must maintain strict confidentiality at all times.
- Must be able to be approved for and maintain a valid gaming license.
- Candidate selected for hire will be subject to a drug test and employment will be contingent on the results of said test.
- Preference will be given to qualified Menominee or other Native American applicant.

**CRIMINAL BACKGROUND MINIMUM REQUIREMENTS**

No person shall be eligible for employment at Menominee Casino Resort/Thunderbird complex if they have been convicted, or have a pending unresolved charge of:

- Any crime which would require compliance with the reporting requirements for sex offenders pursuant to Menominee or Wisconsin law; or
- A felony conviction of any kind in the immediately preceding two years
- A crime of any kind related to gambling in the immediately preceding two years
- A crime of any kind related to theft, fraud, or misrepresentation in the immediately preceding two years;
- A crime of any kind related to a crime of violence, or involving domestic violence, or a drug offense involving sale of drugs, or possession with intent to sell drugs during the immediately preceding two years.
- In addition to the minimum criminal background requirements listed above, employee must meet the minimum criminal background requirements necessary to obtain a gaming license as stated in Menominee Tribal Code Chapter 347 and the Tribal Gaming Compact."

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS**



## **Menominee Casino Resort**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to talk or hear. The Employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low.