

Cage Manager

Job Announcement #: YLC-10-033

Job Opens: 2/15/10
Filled

Reports To: Director of Finance
Gaming License Required: Class III A.
Starting Salary: \$50,000 Annually

Job Closed: Open Until

Department: Cage
Positions: 01
FLSA: Exempt

JOB SUMMARY: Directs the operation of the cage and vault area. Manage cage inventory to include chip bank, main bank, checks, and cashier window inventories. Need to know the Tribal Minimal Internal Control Standard and regulations as it applies to the Cage functions. Maintain compliance with the gaming operation's system of internal controls and standard operating procedures. Ensures that all regulatory requirements are followed and in compliance with Title 31. Interview, hire, and train cage associates. Train and mentor the assistant cage manager.

MINIMUM EDUCATION REQUIRED FOR POSITION: Related college degree or equivalent work or training/development experience, or combination of education and experience. Large cash handling experience required. Casino experience preferred.

PHYSICAL REQUIREMENTS: Must be able to stand for longer than 8 hours. Manual and finger dexterity. Able to lift up to 50lbs.

SPECIFIC SKILLS, KNOWLEDGE, EXPERIENCE FOR POSITION: Three years or more experience in vault and cash management, plus minimum 3 years supervisory experience of at least 40 people. Ability to communicate in a highly effective manner, both in writing and verbally. Must have strong positive public relations skills. 10-key by touch, must be proficient in math.

SPECIFIC DUTIES PERFORMED:

1. Ensures policies, procedures, and the operation of the cashier cage meet or exceed the minimum internal controls adopted by the management of the gaming operation.
2. Make recommendations for revisions to cash operations policies and procedures for improvement of compliance.
3. Ensure that cash, chips and check cashing transactions and procedures are properly enforced.
4. Ensure the timely collection, accounting, recording, and safekeeping of all funds.
5. Responsible for maintaining related cash handling forms and documents up to date with internal controls.
6. Investigates and takes corrective action on discrepancies discovered in the operation of the cage or vault.
7. Monitors performance of subordinates, ensuring adherence to all gaming operations policies and procedures.
8. Institutes a program of ongoing training and development of staff.
9. Institutes programs that improve customer service.
10. Has friendly, attentive interaction with customers and co-workers. Is courteous and professional at all times.
11. Responsible for overseeing the resolution of all cage related customer complaints and inquiries.
12. Provides direction and timely counseling of staff as needed.
13. Performs random bank verifications throughout the month.

14. Monitors cage department budget and takes action on budget variance items.
15. Performs other job related duties as assigned.

Revised 2/10