

Finance Floater

Job Announcement #: YLC-10-108

Job Opens: 8/27/10
Reports To: Assistant Controller II
Gaming License Required: Class III A.
Starting Salary: \$9.32

Job Closed: 9/7/10
Department: Finance
Positions: 01
FLSA: Non-Exempt

JOB SUMMARY: Performs Finance tasks requiring a Class A License. This includes Soft Count duties, Uniform duties, and Shipping and Receiving duties in accordance with approved internal controls and department policy and procedure, as needed

MINIMUM EDUCATION REQUIRED FOR POSITION: High school diploma or GED equivalent required. Some computer, ten-key and mathematical proficiency preferred.

PHYSICAL REQUIREMENTS: Must be able to stand for longer than 8 hours. Manual and finger dexterity required. Must be able to bend, reach, squat and able to lift at least thirty pounds (30lbs.)

SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION: Cash handling experience preferred. Ten-key experience preferred.

SPECIFIC DUTIES PERFORMED:

1. The opening and emptying of the contents of the Drop Boxes.
2. Open and empties machines Bill Adapters.
3. Sorting and counting of the chips, currency and coin contained in Drop Boxes.
4. Verification and strapping of currency.
5. Ability to reconcile amounts posted to amounts counted.
6. Clear and accurate posting for computer consolidation of Master Games Report.
7. Prepares cash and chips for verification and transfer to Vault.
8. Maintain compliance with the internal controls, Casino policies and procedures.
9. Ability to work closely with others.
10. Issues uniforms to associates.
11. Collects uniforms for vendor pickup/cleaning services.
12. Maintains associate records related to uniforms.
13. Maintains uniform inventory including sizing/ordering of uniforms for new associates.
14. Inspection of incoming/outgoing uniforms for stains, items in pockets, etc.
15. Inform payroll of uniform agreements and payroll adjustments including exit paperwork.
16. Consult with vendor representative daily/weekly.
17. Relays information to vendor customer service via e-mail and phone (size changes, repairs, upgrades, deletes, etc).
18. Prepares and maintains accurate and complete records and reports, including an efficient filing system.
19. Assist shipping and receiving, unloading trucks, checking in merchandise, matching purchase orders to invoices and/or bill of lading then route to finance accounts payable.
20. Moving materials and items from receiving or storage areas to shipping or to other designated areas.
21. Sorting and placing materials or items on racks, shelves, or in bins according to predetermined sequence such as size, type or style.
22. Ensuring warehouse is accessible and safe for salespeople and associate traffic.
23. Opening boxes, crates, and other containers.
24. Recording amounts of materials or items received or distributed via appropriate computer program.
25. Assisting in counting of physical inventory.
26. May be assigned facilities maintenance duties as needed.
27. Preparing parcels for mailing.
28. Organizing warehouse and work area for orderliness at all times.
29. Wearing the proper safety equipment.

30. Performs other job related duties as assigned.

Revised 10/2/2009