

**Job Title:** Count Attendant  
**FLSA:** Non - Exempt  
**Reports To:** Count Supervisor  
**Benefits:** No Benefits

**Department:** Count  
**Status:** Part-Time  
**Pay Grade:** 4

**SUMMARY:**

Responsible for emptying, counting and recording the contents of bill acceptor canisters, ATM canisters, and Kiosk canisters that are delivered to the count room. Performs all functions in accordance with all applicable laws, rules and regulations of the Gaming Commission, Federal and State Tax Commissions and internal policies, procedures and controls.

**MEETING PERFORMANCE EXPECTATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Responsibilities listed below are representative of the knowledge, skills and/or ability needed to effectively execute this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

**ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:**

The following are only examples and are not intended to be all inclusive or restrictive; other duties may be assigned as necessary. Requirements for this position are necessary for us to reach our fullest potential in providing a superior entertainment experience to our guests.

- Performs all functions in accordance with applicable laws and gaming regulations, the mission and vision statement and objectives of S&K Gaming LLC as well as established policies, procedures, and controls.
- Maintains a working knowledge of casino operations and relevant gaming issues, regulations and Tribal Minimum Internal Control Standards.
- Sorts, counts and records contents of kiosk cassettes, bill changers and currency drop boxes, according to set procedures.
- Maintain a clean and organized count room, must maintain and clean equipment.
- Implements any and all internal controls deemed necessary to ensure the highest level of asset protection.
- Ensures the integrity of all count room transactions.
- Verifies and ensures the accuracy of each drop box for the dual independent counts on the currency counters.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- This job will require weekend, holiday, and early morning work hours.
- Cooperates with Internal and External auditors, Compliance and Investigations as necessary.
- Held accountable, to a very high degree, for the accuracy and thoroughness of the records and reports generated by the count team.
- Must be able to lead team during count process when supervisor is unavailable.
- Other duties as assigned.

**EDUCATION and/or EXPERIENCE:**

- High School Diploma or equivalent General Education Degree is required.

- The ability to read English and understand either written or verbal instructions is required.

**SPECIAL REQUIREMENTS:**

- The ability to follow instructions and to perform repetitive tasks under close supervision is required.
- This individual must be punctual and dependable in reporting to work as scheduled and completing assigned tasks.
- This individual must maintain a neat and hygienic appearance.
- This individual must be able to effectively work alone and/or with other employees in a team environment.
- Prefer experience as a cashier in a bank, financial institution or retail services.
- Basic computer and ten-key skills are required.

**PHYSICAL DEMANDS:**

- 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 required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.
- The employee must be able to lift a maximum of 40 lbs and push, pull, or drag up to 100 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**CERTIFICATES, LICENSES, AND REGULATIONS:**

- Cash Handling
- Must be able to provide authorization to work in the United States.
- Title 31 Bank Secrecy Act (Anti-Money Laundering)
- Must pass a background check.
- Required to obtain and maintain an unrestricted gaming license from the CS&KT Gaming Commission and NIGC.
- Must possess a valid State of Montana Driver's License.
- It is the responsibility of the employee to have all documents current and valid at all times.

I certify that I have read this job description and understand each one of the requirements for this position.

Employee Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_