

**Job Title:** Count Supervisor  
**FLSA:** Non - Exempt  
**Reports To:** Accounting Manager

**Department:** Count  
**Status:** Part-time  
**Pay Grade:** 6

**SUMMARY:**

Responsible for supervising all elements of the count team operations including supervising and assisting of staff when needed with the daily drop and count functions. Ensures that all functions are performed 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 statements 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.
- Supervises all elements of the organization's Drop and Count Team Operations.
- Oversees procedures are carried out, training takes place, schedule are maintained and evaluates personnel in keeping with approved policies, procedures, and practices.
- Supervises and assists staff when needed with the daily drop and count functions.
- Provides coaching counseling and recommendations for recognition to encourage excellent performance in all areas.
- Provides on the job training for drop and count team attendants.
- Investigates complaints of employees and makes recommendations to the Manager, when applicable.
- Schedules and evaluates personnel in accordance with departmental operating standards.
- Promotes outstanding guest relations.
- Ensures compliance with all applicable regulations, laws, internal policies/procedures, and internal control protocols.
- Issues written and oral instructions.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates and maintains harmony among workers and resolves issues of concern.

- Ensures documents, records and reports are maintained in an orderly fashion for quick retrieval.
- Ensures documents and records are organized for storage and/or destruction.
- Attends training as required
- Implements any and all internal controls deemed necessary to ensure the highest level of asset protection.
- Meets the attendance guidelines of the job and adheres to regulatory, departmental and company policies.
- 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.
- 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 both written and verbal instructions is required.
- Experience in a Drop/Count position or a position that required supervision of staff and management or allocation of limited resources is required.
- Will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing.
- Ability to work flexible hours/shifts including evenings, weekends.

**SPECIAL REQUIREMENTS:**

- Strong leadership and customer service orientation required.
- Strong computer skills to include working knowledge of Microsoft Office is required.
- 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 work effectively with peers, staff members and regulatory agency personnel.
- Prefer experience as a cashier in a bank, financial institution or retail services.

**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 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:**

- 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 and drug screening.
- 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

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

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1/27/2016