

Job Title: Count Supervisor
FLSA: Non - Exempt
Reports To: Accounting Manager
Benefits: None
Retirement: Eligible for enrollment on first day of hire

Department: 1221
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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- 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 Count Team Operations.
- Oversees procedures are carried out, training takes place, schedules are maintained and evaluates personnel in keeping with approved policies, procedures, and practices.
- Supervises and assists staff when needed with the daily count functions.
- Provides coaching counseling and recommendations for recognition to encourage excellent performance in all areas.
- Provides on the job training for 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 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 GED required
- Prefer experience as a cashier in a bank, financial institution, or retail services.
- Ability to read English and understand both written and verbal instructions required
- Previous experience in a Count position or previous supervision of staff required

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership and customer service orientation required
- Strong computer skills to include working knowledge of Microsoft Office required
- Ability to follow instructions and to perform repetitive tasks under close supervision is required
- 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

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- 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
- 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
- Ability to work flexible hours/shifts including early morning hours, weekends, holidays and the first (1st) of each month required

CERTIFICATES, LICENSES & REGULATIONS:

- Required to complete Title 31 Bank Secrecy Act (Anti-Money Laundering) certification annually
- Required to watch Customer Service video annually
- Required to watch Sexual Harassment video annually
- Must complete fingerprint process
- Required to obtain and maintain gaming license from the CSKT Tribal Gaming Commission annually
- This individual will be required to successfully pass a pre-employment drug test and as a condition of employment will be subject to random drug testing
- It is always the responsibility of the employee to have all documents current and valid

I certify that I have read this job description and understand each one of the requirements for this position, including but not limited to the physical requirement. By signing this document, I certify that I meet all the physical requirements for this job without limitation.

Employee Print & Sign

Date

HR Representative

Date