Employee Requisition Form

Position to Be Filled: **Bingo Money Room Clerk**

Purpose:. *The BMR clerk is responsible for processing and accounting for all cash flow from the operation of the Bingo Room and associated concessions.*

Required Qualifications / Essential Duties:

- Execute and records all in and out transactions for Bingo operations, payouts, payments and deposits
- Tracks all clerk shortages
- Balances the Money Room and generates reports of all affected departments
- Enters sales data and generates sales reports to all affected departments
- Issues bank and materials to Floor Clerk, Pay Master and Admission doors.
- Takes cash drops from Floor Clerks
- Enters all data into the AIMS system
- Makes bank deposits
- Good customer service skills
- Knowledge of basic business mathematics and accounting (banking) practices
- Able to handle large amounts of currency

Reports To: On Site Manager / Supervisor

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

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Human Resources Representative Date Posted

kam