

Employee Requisition Form

Position to Be Filled: Vault Clerk

Purpose: The Vault Clerk is responsible for recording and reconciling all in and out transactions to the Vault. The Vault Clerk must also establish the “Blind” balance and reconcile with the count room.

Required Qualifications / Essential Duties:

- Log in and out all transactions
- Balance all transactions at the end of each shift
- Make banks for Deli, Floor Clerk and any special events
- Make bank deposits
- Reconcile and resolve all variances
- Knowledge of basic math
- Ability to handle large sums of money, chips, coins, & tokens
- Good interpersonal skills (tact, patience in dealing with other departments)
- Good organizational skills
- Must be able to lift up to 35 lbs on a constant basis
- Ability to calculate and make deposits

Reports To: Vault Supervisor/Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Human Resources Representative
kam

Date Posted