

Employee Requisition Form

Position to Be Filled: Vault Supervisor

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by overseeing the smooth and efficient operation of the vault

Required Qualifications / Essential Duties:

- Supervises and assist in receiving and disbursing funds accurately to casino department and venues
- Supervises and assist in making, disbursing, verifying, and receiving banks accurately form casino department and venues
- Supervises and assist in receiving and disbursing funds accurately within the department
- Prepares and ensures that all necessary departmental paperwork is legible, well organized, and accurately completed
- Prepares and disburses departmental communications within and outside the department
- Utilizes analytical skills to reconcile variances and balance the shift
- Should have a minimum two years previous experience in cash handling, Auditing or Accounting position
- Requires the ability to Supervise diverse employees and be organizationally competent

Reports To: Vault Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted