



## Employee Requisition Form

**Position to Be Filled:** Vault Supervisor

**Purpose:** Responsible for overseeing the efficient operation of the Vault by supervising Vault Clerks.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- All daily job duties and responsibilities of a Vault clerk.
- Supervise and assist in receiving and disbursing funds accurately to casino departments, venues, and within the vault department itself.
- Prepare casino bank deposits and verify currency/coin orders.
- Completing various logs and spreadsheets to record coin/currency usage, machine maintenance history, and other pertinent information for future analysis.
- Prepare and ensure that all necessary departmental paperwork is legible, organized, and accurately completed.
- Utilize analytical skills to research, locate, and reconcile all possible variances.
- Communicate with the accounting department on a regular basis regarding corrections to paperwork, changes in policies and/or procedures, as well, any other matters concerning the financial branch of the casino.
- Utilize organizational skills, including the ability to multi-task, to balance the shift workload.
- Administrative tasks including, but not limited to scheduling, counseling, and evaluating line associates. Prepare and conduct regular one on one direct meetings with each associate on designated shifts.
- Maintain an adequate number of supplies to run the department sufficiently.
- Monitor and regulate vault clerk schedules (times, breaks, and overtime).
- Properly trains team members.
- Monitors associate's performance during their shift. Providing coaching and counseling when necessary.
- Complete and issue performance reviews.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- Should have a minimum two years' previous experience in a cash handling, auditing, or accounting position.
- Requires the ability to supervise diverse associates and be organizationally competent.
- Any other duties as assigned.

**Reports To:** Vault Manager  
**Approximate Hours:** Full-Time  
**Filling Deadline:** Open Until Filled

