



Employee Requisition Form

Position to Be Filled: Vault Clerk

Purpose: Responsible for recording and reconciling all incoming and outgoing transactions to the Vault. The vault clerk must also establish the “Blind Drop” system utilized in all transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Balance out all funds and transactions at the end of each shift.
- Make banks for all Venues and respective departments as needed or instructed.
- Accurately verify drops and complete fills for Kiosks.
- Accurately balance the in and out accountability for Impressed Banks.
- Roll coin, strap currency, and add checks in a timely manner throughout the shift.
- Rotation of chips and currency as scheduled.
- Processing scripts throughout the shift, to match to end of shift reports.
- Accurately count and log all incoming tips from external departments.
- Record and track all variances from all cash-handling departments, as well as collecting shortage payments.
- Reconcile and resolve all variances.
- Ensure compliance with all Human Resource policies and procedures, promoting an environment that treats all people with respect, and prohibits discrimination and harassment of any kind.
- Ensure compliance with all safety, health, and environmental policies, procedures, and regulations within the department.
- High school diploma or general education degree (GED) required.
- 6 months cash handling experience preferred.
- Must be professional, polite, and respectful towards all guests (internal/external).
- Must be able to handle extended hours when necessary and varying shifts.
- Ability to influence others in a positive manner.
- Ability to handle confidential and privileged information with extreme professionalism.
- Basic computer skills, including Microsoft Word and Excel.
- Must be able to work under pressure.
- Any other duties as assigned.

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

