



## 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

