

ROSEBUD CASINO

Job Description

Job Title: Count Team Member
Department: Count
Reports To: Count Team Supervisor
Classification: Hourly/Non-Exempt

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Must have good math skills.
3. Must be 21 years of age or more.
4. Must have reliable transportation.
5. Must be able to lift more than 20 lbs.
6. Must be able to pass a pre-employment drug test, background check and obtain a gaming license

DUTIES AND RESPONSIBILITIES:

1. Safeguards casino assets and drop.
2. Ensures compliance is maintained as it pertains to the Rosebud Sioux Tribe Gaming Compact, Tribal Gaming Ordinance, Tribal Internal Control Standards (TICS) approved by the RST Gaming Commission and all Federal Laws governed by the National Indian Gaming Commission (NIGC) and all laws pertaining to the Indian Gaming Regulatory Act.
3. Complies with the established Rosebud Casino Employee Handbook and Departmental Policies and Procedures.
4. Retrieve coins and bills from slot machines.
5. Count and verify all cash, coin, chip, token, and amounts of the drop.
6. Wrap coins and bills.
7. Ensure all proper inventories are maintained.
8. Will perform bookkeeping and accounting procedures for the drop.
9. Will complete requisition forms to order needed supplies and give to appropriate supervisor.
10. Performs drop/count according to established internal controls and operating procedures.
11. Must keep all information from the drop confidential.
12. Ensure accuracy of count by rechecking one another's work.
12. Will perform other duties as assigned.

ACCESS TO SENSITIVE AREAS: Count Room

HOURS: Various shifts