



JOB POSTING

TITLE: Main Bank Cashier(Part-Time)
DEPT: Cage
PAY: \$14.55\hr (8)

JOB SUMMARY

RED RIVER – Process fills, credits, and related exchanges for table games and other casino functions. Performs a variety of vault cashiering duties in the reconciliation and verification of incoming and outgoing vault inventory, including chips and money. Prepare jackpot transactions. Assist Guests and exchange money for casino chips.

MINIMUM QUALIFICATIONS

REQUIRED – High school diploma or GED required | At least 21 years of age | 2 years progressive casino cage cashiering | Working knowledge of the gaming industry and the laws and regulations governing gaming operations |

ESSENTIAL DUTIES – All Team Members must embrace and deliver Kiowa’s Guest Service Standards to every Guest on every shift, as outlined in Orientation, the Team Member Handbook, Standard Operating Procedures (SOPs), and any other related training | Consistently ensures an exceptional level of service and satisfaction is achieved throughout the property, exceeding the expectations of external and internal Guests alike in a timely and effective manner | Calculates daily bank deposits | Maintains Main Bank accountability and related documents and safeguards for gaming chips, numerically controlled documentation, and supply inventory | May perform functions of cage cashier, as required | Prepares bank deposits | Reconciles Main Bank accountabilities for assigned shift | Completes the necessary paperwork to comply with Federal currency transaction reporting requirements (Title 31) | Reviews all cage cashier discrepancies and follow up reports | Performs even-money exchanges with the other casino departments and cage | Prepares daily cash receipts and disbursements through the Main Bank | Verifies all cash turned in by operating departments | Maintains an adequate amount of currency and gaming chips in reserve for daily operation and promotional events | Verifies and accepts funds from soft count | Transfers necessary currency to Main Bank reserve | All other duties as assigned | Must adhere to departmental, organizational, state, and federal safety rules and regulations, applicable processes for safe operation, appropriate Personal Protective Equipment, in addition to any/all related controls for personal welfare and the safety of others |

IMPORTANT NOTES

1) This announcement describes an open position at Kiowa Casino & Hotel, as of the posting date listed below. To be eligible to apply, current Team Members must have performed competently for at least 6 months in their current position. In addition, Team Members receiving corrective action within the previous 6 months may not be eligible for transfer. If you are interested in any posted position, please contact HR for a complete copy of the job description and an application or an internal application, if you are currently employed by Kiowa. 2) Native American Preference will apply in accordance with Tribal policies. All applicants must be able to work any shift, holidays, and weekends as scheduled. Current Team Members are also encouraged to submit an updated resume with their internal application. All Team Members must submit an internal application for each interested position. For example, if you have applied for a Floor Supervisor position and one week later Floor Supervisor is posted again, you must fill out another internal application.

STATUS: 1 F/T | POSTED: 03/14/23 | REMOVE: When Filled



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