

# Job Description

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**Title:** Count Team Member

**Division:** Earned Income

**Position Reports to:** Gaming Manager

**Date Revised:** August 2015

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## I. General Summary

The Count Team Member is responsible for auditing daily gaming activity. This member will assist in the count of gross proceeds, operating banks, cash profit, deposits, and verify all Income & Deposit Summaries.

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## II. Principle Duties and Responsibilities:

- Access rooms at each site where there are safes. Safeguard keys & combos.
  - Route mail/supplies to sites.
  - Assist in the daily cash count of gaming activity and SSC activity.
  - Responsible for verifying all gaming & SSC deposits.
  - Verify daily count paperwork.
  - Working knowledge of gaming laws & rules.
  - Perform other duties as assigned including filing.
  - Assist in auditing pull tabs.
  - Assist in auditing Bingo Bonanzas.
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## III. Background

**Supervision** -- This position has no supervisory responsibilities but must be able to direct one's responsibly.

**Confidentiality** -- There will always be information that is sensitive to the Museum.

**Mental Application** -- The position requires knowledge of gaming laws, rules & regulation and their relationship to operations of the Museum.

**Responsibilities** -- The position requires organization and thoroughness in time management.

**Contacts - Internal and Public** -- Internal contact with all Plains Art Museum divisions. External contacts include vendors and the general public.

**Magnitude and Scope** -- This position involves an understanding of policies, procedures, and state and federal laws and regulations.

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## IV. Conditions and Equipment

**Working Conditions** -- The position requirements can be performed in normal office conditions. Requires travel to the multiple locations within the organization.

**The position is performed in The Bowler & West Acres Bowl buildings which is a non-smoking facility.**

**Equipment Operations** -- Must be able to use basic office equipment, including a computer, printer, fax machine, copier, adding machine/calculator and telephone.

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## **V. Specifications**

**Education** -- High School graduate or equivalent experience (GED). Good basic math skills.

**Experience** -- Some accounting or audit experience helpful. Experience with/knowledge of North Dakota gaming regulations helpful.

**Abilities** -- Ten-key skills necessary. Ability to follow instructions accurately required. Must have good written and verbal communication skills.

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## **VI. Essential Functions**

Must be able to sit at a desk for extended periods of time and have finger dexterity to operate office equipment. Must possess ability to read, write, in order to complete required paperwork and communicate effectively and clearly with guests in person and on the telephone, as well as staff and customers. Must be able to twist, bend, crouch, reach, climb, balance and lift/move up to 40 pounds (copier paper, printer supplies, files, office supplies, storage boxes, etc.) Must exhibit well-paced mobility to visit various locations of the organization, in keeping with the daily demands of the position. Must be able to work individually, as well as part of a team. Must be able to perform multiple tasks concurrently.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_