

Job Description

Title: Count Team Member

Division: Earned Income Gaming

Position Reports to: Gaming Manager

Date Revised: August 2017

I. General Summary

The Count Team Member is responsible for the daily count of gross proceeds, operating banks, cash profit, deposits, and verify all income and deposit summaries. Requires a valid driver's license. Requires travel to the multiple locations within the organization. Additional duties include auditing daily gaming activity.

II. Principle Duties and Responsibilities:

- Participate in the daily cash count of gaming activity at all gaming sites.
 - Requires travel to the multiple locations within the organization.
 - Responsible for verifying all gaming banks, deposits and related paperwork.
 - Responsible for safeguarding keys & combinations to organizational assets.
 - Responsible for auditing bingo bonanzas.
 - Perform light office work, including filling, copying forms and purchasing supplies.
 - Ensure compliance with all company and state operating standards.
 - Perform duties as Pull Tab Machine Runner.
 - Report any abnormalities in data or violations of State Regulations to the Gaming Manager.
 - Other duties as assigned.
-

III. Background

Supervision --This position has no supervisory responsibilities.

Confidentiality -- This position will have access to confidential Information.

Mental Application -- The position requires knowledge of or ability to learn gaming laws, rules and regulation and their relationship to operations of Plains Art Museum. This position required attention to detail to detect mistakes or abnormalities in data.

Contacts - Internal and Public -- Internal contact with Plains Art Museum divisions and staff. Occasional contact with external vendors and the public.

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

IV. Conditions and Equipment

Working Conditions -- The position requirements are performed in irregular office conditions and small spaces. Requires travel to the multiple locations within the organization using an employee vehicle. All sites are non-smoking facilities.

Equipment Operations -- This position will be responsible for the operation of general office equipment, including a computer, printer, copier, adding machine, currency counter, calculator and telephone.

V. Specifications

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

Experience -- Cashier or audit experience helpful. Experience with and knowledge of North Dakota gaming regulations helpful.

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

VI. Essential Functions

Must be able to sit at a desk for extended periods 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 20 pounds. Must be able to work individually, as well as part of a team.

Employee Signature: _____ **Date:** _____