



13767W County Road B
Hayward, WI 54843

Job Posting

Job Title: Vault Cashier
Department: Cage/Vault
Reports to: Vault Shift Supervisor, Cage Shift Supervisor, Lead Supervisor, Dept. Manager
Pay Grade: NE7
Position Type: Key
Opening Date: 03/30/2023
Closing Date: Until Filled

Basic purpose or function: Accurately prepare, record, and send deposits, prepare and hand out/take in banks, Fill, drop and count kiosk inventory, pay out jackpots, perform cash transfers, and turn in accurate and complete paperwork and reconciliations at the end of shift

Job Duties:

- Complete knowledge and enforcement of all Cage/Vault policy and procedures.
- Complete knowledge of all equipment operating procedures.
- Accurately prepare, record, and send deposits to our banking institution, as well as prepare and receive weekly currency exchanges.
- Verify and add the daily drop into the Main Vault inventory
- Prepare, hand out, and take in banks for waitstaff, drawings, and events.
- Count all tips, record, and prepare accurate payroll deposits.
- Fill, drop, and troubleshoot the kiosks and ATMs.
- Accurately prepare necessary tax paperwork as well as payout jackpots and hand pays Maintain and balance banks.
- Audit banks if discrepancy is found.
- Resolve customer disputes and maintain a friendly atmosphere while doing so.
- Count and verify all vault inventory.
- Count and verify transactions and complete transfers.
- Accurate Completion of reconciliations and all required paperwork.
- Influence, motivate and solve day-to-day situations.
- Work as part of a team
- Work hours that are flexible and support the customer needs of the Casino.
- Train and work as needed, in all areas of the department.
- Maintain confidential information at all times.
- Perform other duties assigned by the Shift Supervisors, Lead Supervisor, Department Manager and /or Director.

Job Qualifications:

- High School Diploma or equivalent
- Minimum of 18 years of age
- Strong customer service experience with direct guest interface
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.

- Must be able to lift 50lbs or more.
- Must have adequate math skills and basic computer skills.
- Must complete Title "31" training.
- Must obtain a key gaming license.

Key Competencies:

- Integrity
- Customer service
- Accuracy
- Ambition
- Adaptability
- Detail-oriented
- Teamwork
- Responsibility
- Critical Thinking
- Dependability

Native American preference applies to all candidates for this position.

Apply online at:

www.sevenwindscasino.com

Our Team

If you are unable to apply online, submit information to:

Human Resource Department
Sevenwinds Casino, Lodge & Conference Center
13767W County Road B
Hayward, WI 54843

Doug Merrill, Training & Development Specialist
715-634-5643 Ext. 6121

Tina Coss, Human Resource Manager
715-634-5643 Ext. 6107