



Ho-Chunk Nation

Job Description



TITLE: Count Supervisor		JOB CODE: COUS
Business	EEO: 5	PAY GRADE: 11
Non-Exempt	No Flex	FUNDING SOURCE: NPD
HO-CHUNK PREFERENCE		

"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."

All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K

POSITION OVERVIEW

Responsible for the supervision of count personnel and related activities which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Assist with selection, training and evaluation of count staff and perform duties related to those activities on a weekly basis.
2. Daily, assist in the collection, count, reconciliation and reporting of slot revenue which is a hands-on, working supervisory position.
3. Supervise count room activity including sorting of items, filling of appropriate containers, cleaning of machinery and room, performing necessary set-up tasks and reporting to management daily.
4. Record and file all pertinent information on a daily basis. Provide accurate and detailed daily shift reports to manager.
5. Maintain inventory of necessary supplies on a monthly basis.
6. Same day reporting of malfunctioning equipment to maintenance workers and/or service vendors for repair.
7. Assist in providing oversight for accuracy/accountability in count operations and for the correctness of forms/reports generated on a daily basis.
8. Daily compliance with state regulations, Internal Control Procedures and Count Standard Operating Procedures.
9. Other duties as assigned within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops strategic plans and interprets policy
Supervisory Accountability	Oversees count associates
Organizational Accountability	Manages sub-unit of Count Department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with regulatory authorities and internal/external guests
Freedom to Act	Operates with significant independence



MINIMUM QUALIFICATIONS

EDUCATION:

1. Minimum high school diploma or equivalent.

ESSENTIAL:

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. MUST BE BONDABLE.
3. Must be able to obtain a gaming license.
4. Valid driver's license, dependable transportation and proper insurance is preferred.

EXPERIENCE:

1. Must have a minimum of two (2) years' experience as a count associate.
2. One (1) year training in accounting or related field is preferred.
3. One (1) year experience in responsible cash handling position is preferred.
4. One (1) year of previous supervisory experience is preferred.
5. One (1) year experience in the knowledge of computer systems, personal computers and applications.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Capacity to supervise, direct and manage staff as evidenced by prior experience.
2. Ability to work with minimal supervision and be trustworthy.
3. Competent at multi-tasking several activities and duties simultaneously.
4. Must have extensive knowledge in accounting principles.
5. Must have strong problem solving and listening skills.
6. Must have effective personnel management skills.
7. Ability to learn new equipment and/or technology assigned to department to increase efficiency.
8. Proficiency in oral and written communications desirable.
9. Ability to function in a fast paced environment, under short time constraints, and within established deadlines.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. Ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

WORKING CONDITIONS

1. Work area is NOT smoke, noise or dust free.
2. Required to work a flexible schedule including extended hours, weekends and holidays.

KEY POSITION