



HO-CHUNK NATION
DEPARTMENT OF PERSONNEL



POSITION: SYSTEMS SUPERVISOR

DEPARTMENT	JOB CODE	PAY GRADE
BUSINESS/GAMING ESTABLISHMENT	SYSP	14

SUMMARY: Responsible for tracking and reconciliation of the movement and activity of slot information; which ultimately enhances every interaction for our guests and employees; customer service is our top priority for both internal and external guests.

DUTIES & RESPONSIBILITIES:

1. Defines requirements for improving slot tracking system.
2. Tracks all movement and activity of slot machines in the casino.
3. Identifies and reports any problems or malfunctions with the machines.
4. Helps to solve problems with soft/hard count and the jackpot/hopper stations.
5. Coin testing and reporting of all results.
6. Reconciling slot information with the auditing department.
7. Compiles with state regulations and internal control procedures.
8. Promotes positive public relations and performs other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS: (REQUIRED KNOWLEDGE & EXPERIENCE)

1. Must be bondable.
2. Proficiency in communication skills.
3. Knowledge of general accepted accounting principles and procedures.
4. Ability to accurately use a calculator, and other office machines as required.
5. Must have strong analytical, technical and communication skills.
6. Cash handling ability.
7. Must be self-motivated and able to work with minimal supervision.
8. College degree (may substitute additional experience for degree).
9. Six to eight years of appropriate experience
10. Must have a valid driver's license, liability insurance, and dependable transportation.

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

All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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

EEO: 3 NON-EXEMPT NO FLEX KEY
Approved: PC 07.17.95 Legislature 02.16.99/05.02.99 Resolution 01.08.08A Resolution 04.19.11A/B/03.22.16A