



Ho-Chunk Nation

Job Description



TITLE: Banker/Cashier		JOB CODE: BKCR	
Business		EEO: 5	PAY GRADE: 7
Flex	Non-Exempt	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 daily activities within the Bingo Bank including but not limited to cash transactions, reconciling bank forms, proper documentation, and following the appropriate procedures 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. Set up and verify all bank deposits according to the Standard Operating Procedures on a daily basis.
2. Daily provide professional customer service to all of our guests both internal and external and adhere to all guest service standards.
3. Safeguard bank security systems information daily for each shift.
4. Daily compliance with departmental Standard Operating Procedures, Class II Internal Control Manual, Employee Relations Act, as well as the Minimum Internal Control Standards.
5. Accurately handle large amounts of cash on a nightly basis.
6. Set up and verify all bank deposits and cash drawers nightly.
7. Operate efficiently and monitor and verify paperwork nightly at all bingo bank stations.
8. Monitor paperwork and cash handling discrepancies with corrective action on a daily basis.
9. Perform other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	None
Supervisory Accountability	None
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with outside and inside customers.
Freedom to Act	Subject to general input from supervisor. Subject to regular review by supervisor.



MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have 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.

EXPERIENCE:

1. Must have demonstrated competence in the use of mathematical skills.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of accounting practices.
2. Ability to operate calculators with accuracy.
3. Accurately record and prepare accounting data.
4. Ability to communicate orally.
5. Must have a positive mental attitude and be willing to follow through with task assignments.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The department manager 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. Loud, smoky, fast-paced environment.
2. Must be able to lift up to 20lbs.

KEY POSITION