



Ho-Chunk Nation

Job Description



TITLE: Bank Supervisor		JOB CODE: BKSP
Business	EEO: 5	PAY GRADE: 10
Non-Exempt	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 supervising the banker/cashiers and coordinating the daily activities within the Bingo Bank including but not limited to cash transactions, proper documentation, reconciling bank forms and following the appropriate procedures which ultimately enhances every interaction for our guests and employees; guest service is our top priority for both internal and external guests.

PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES

1. Provide great customer service to all of our guests both internal and external and adhere to all guest service standards on a daily basis.
2. Daily compliance with departmental Standard Operating Procedures, Class II Internal Control Manual, Employee Relations Act, as well as the Minimum Internal Control Standards.
3. Prepare weekly and monthly reports.
4. Compile, analyze and prepare business and financial records such as: Profit and Loss statements, balance sheets and cost studies, tax reporting and financial statements monthly and yearly.
5. Daily responsible to train and supervise the Banker/Cashiers.
6. Daily oversee and ensure smooth operations and integrity of the bingo bank.
7. Daily responsible for investigating and responding to customer disputes with Floor Manager.
8. Creates, maintains and updates the bingo bank Standard Operating Procedures and manuals when departmental procedures change and review annually.
9. Other duties as assigned.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	Manages sub-unit of a department
Financial Accountability	None
Customer Accountability	Interfaces with officials and executives. Interfaces with regulatory authorities. Interfaces with outside and inside customers.
Freedom to Act	Operates with significant independence. 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. No record or felony conviction within the last 10 years.
3. Must be bondable.
4. Willing and able to complete a basic supervision skills course within 6 months of hire.

EXPERIENCE:

1. Minimum of two years' experience in general accounting, bookkeeping or responsible cash handling, some work in accounting.
2. One (1) year of prior supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge of Generally Accepted Accounting Principles and Procedures.
2. Ability to speak and write effectively, able to work with minimal supervision and trustworthy.
3. Keyboard and computer skills desired.

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. Office setting.

KEY POSITION