



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Cage Shift Supervisor		<b>JOB CODE:</b> CGSR
Business		<b>EEO:</b> 5
Non-Exempt	Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"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 overall coordination of activities within the Cage Department 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. On a daily basis manage, protect and house the assets of the Ho-Chunk Nation and Enterprises.
2. Facilitate goals and objectives on a monthly basis for cage staff.
3. Train, assign, direct, control and review work of cage staff on a daily basis.
4. Ensure compliance by department staff with internal accounting controls on a daily basis.
5. Monitor, approve and prepare each daily shift closeout along with shift reports.
6. Verify and enter daily transaction on prescribed forms.
7. Daily responsibility for the implementation of regulatory changes.
8. Responsible for reporting and recording cash shortage/overages in accordance with the Variance Policy on a daily shift basis.
9. Maintain daily card control and accountability.
10. Daily responsibility for defined key control and procedural changes pertaining to key control.
11. Daily responsibility and accountability for all Kiosks and resolve any mechanical problems with equipment.
12. Schedule mandatory annual Title 31 training and seminars for staff to remain in compliance.
13. Collaborate with other Cage Management to annually update training materials.
14. Supervisors have daily responsibility for the behavior of employees they supervise and the enforcement of policies and employment law (ERA).
15. Must work a window at least 3 times per month.
16. Perform other duties assigned within the scope of this job description.

### **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, manages work group within a sub-unit of a department
Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with inside and outside customers



Freedom to Act	Sets broad policies and objectives, operates with significant independence, subject to general input from supervisor, subject to regular review by supervisor
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**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Must have high school diploma or GED.

**ESSENTIAL:**

1. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.
2. Must be BONDABLE.
3. Maintain confidentiality and professionalism at all times.

**EXPERIENCE:**

1. Two (2) years training in accounting or related field.
2. Three years' experience in bookkeeping, accounting or responsible cash handling.
3. Computer and supervisory experience desirable.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Must be neat in appearance.
2. Must display a positive attitude at all times.
3. Must be punctual and ready to work in office at scheduled time.
4. Knowledge of generally accepted accounting principles and procedures.
5. Knowledge of modern business administration.
6. Proficiency in communication and written skills. Reads, writes and understands English.
7. Able to work with minimal supervision and trustworthy. Flexible working hour's availability.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The Cage Supervisor 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. Casino setting loud, office setting.
2. Must have good eyesight. Must have dexterity in both hands.
3. Primary lifting requirements is 10-25 pound on a consistent basis/must be able to walk. Stoop bend and stand for long periods of time.

\*KEY POSITION\*