



Ho-Chunk Nation

Job Description



TITLE: Cage Manager		JOB CODE: CGMG	
Business		EEO: 2	PAY GRADE: 18
Flex	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 to perform at the highest level, including complex administrative responsibilities and functions with minimal supervision. The successful candidate will be a self-starter, well organized, detailed orientated, flexible, have strong written and verbal communication skills and can effectively multi-task while maintaining strict confidentiality, 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. Controls and protects the assets of the Ho-Chunk Nation and enterprises on a daily basis.
2. Responsible for departmental budget, quarterly and annual reporting requirements.
3. Responsible to direct all facets of casino cage operations on a daily basis including the proficiency to perform all other positions within the cage department.
4. Daily responsibility for the maintenance of all records produced in the cage operations include deposits, various records, shift reports, cash transactions, pit and slot transactions, etc., maintaining proper level of coin, currency, chips and tokens to serve the needs of casino operations.
5. Daily accountability for casino cash and cash equivalents.
6. Daily enforcement of internal controls procedures with the cage operations including complex administrative duties for the efficient operations of the department which include annually updating policies and procedures.
7. Daily maintenance and accountability for card control.
8. Cage accountability requires daily participation with the revenue internal/external audits, collaboration with the general accounting departments to implement internal controls and financial reporting, and maintaining the cage checking account.
9. Maintain monthly inventory control including the purchase of operating supplies and forms used in the money handling areas.
10. Daily responsibility for implementation and record keeping required by variance policy.
11. Promotes positive public relations on daily basis.
12. Other duties as assigned by supervisor within the scope of this job description.

JOB RESPONSIBILITY

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Must be available for all Cage Employees if needed in solving problems
Supervisory Accountability	Accountable for all Employees on their Shifts
Organizational Accountability	Cage Manager, CFO, Exec. Manager



Financial Accountability	Controls and protects the assets of the Tribe and Enterprise.
Customer Accountability	Must be able to assist customers in disputes and try to resolve conflicts.
Freedom to Act	Able to discipline Cashiers and Supervisors for any inappropriate actions, solve some patron disputes.

MINIMUM QUALIFICATIONS

EDUCATION:

1. Must have high school diploma or GED.
2. Minimum two (2) year degree in financial or business field with GPA of 3.0 (B) or better or comparable education.

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. Minimum of four (4) years combined education/experience in banking or financial field.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

1. Knowledge about or ability to learn how to work with computers.
2. Must understand reporting deadlines and audit procedures.
3. Proficiency and knowledge in casino cage operations procedures preferred.
4. Must have supervisory skills.

WORK PLACE RESPONSIBILITY

1. Maintains a safe and healthy work place environment.
2. The Cage 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. Office setting and casino environment.
2. Flexible working hour's availability.
3. Primary lifting requirements is 10-25 pounds on a consistent basis/must be able to walk. Stoop bend and stand for long periods of time.

KEY POSITION