



13767W County Road B  
Hayward, WI 54843

## Job Posting

Job Title: Vault Cashier  
Department: Cage/Vault  
Reports to: Vault Shift Supervisor, Cage Shift Supervisor, Lead Supervisor, Dept. Manager  
Starting Rate: \$13.74  
Premium Pay: \$3.00 to \$5.00/hr.

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**Basic purpose or function:** Accurately prepare, record, and send deposits, prepare and hand out/take in banks, Fill, drop and count kiosk inventory, pay out jackpots, perform cash transfers, and turn in accurate and complete paperwork and reconciliations at the end of shift

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### Job Duties:

- Complete knowledge and enforcement of all Cage/Vault policy and procedures.
- Complete knowledge of all equipment operating procedures.
- Accurately prepare, record, and send deposits to our banking institution, as well as prepare and receive weekly currency exchanges.
- Verify and add the daily drop into the Main Vault inventory.
- Prepare, hand out, and take in banks for waitstaff, drawings, and events.
- Count all tips, record, and prepare accurate payroll deposits.
- Fill, drop, and troubleshoot the kiosks and ATMs.
- Accurately prepare necessary tax paperwork as well as payout jackpots and hand pays. Maintain and balance banks.
- Audit banks if discrepancy is found.
- Resolve customer disputes and maintain a friendly atmosphere while doing so.
- Count and verify all vault inventory.
- Count and verify transactions and complete transfers.
- Accurate Completion of reconciliations and all required paperwork.
- Influence, motivate and solve day-to-day situations.
- Work as part of a team.
- Work hours that are flexible and support the customer needs of the Casino.
- Train and work as needed, in all areas of the department.
- Maintain confidential information at all times.
- Perform other duties assigned by the Shift Supervisors, Lead Supervisor, Department Manager and/or Director.

### Job Qualifications:

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- High School Diploma or equivalent
- Minimum of 18 years of age
- Strong customer service experience with direct guest interface
- Must be dependable, organized, detail orientated, and accurate.
- Present a clean, neat, and professional image.
- Must be able to work a flexible schedule if needed.
- Excellent oral communication and written communication skills.
- Must be able to lift 50lbs or more.

- Must have adequate math skills and basic computer skills.
- Must complete Title "31" training.
- Must obtain a key gaming license.

**Key Competencies:**

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- Integrity
- Customer service
- Accuracy
- Ambition
- Adaptability
- Detail-oriented
- Teamwork
- Responsibility
- Critical Thinking
- Dependability

**Native American preference applies to all candidates for this position.**

Apply online at:

[www.sevenwindscasino.com](http://www.sevenwindscasino.com)

Our Team

If you are unable to apply online, submit information to:

Human Resource Department  
Sevenwinds Casino, Lodge & Conference Center  
13767W County Road B  
Hayward, WI 54843

Tina Coss, Human Resource Manager  
715-634-5643 Ext. 6107