



An Enterprise of the Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Soft Counter

Department: Soft Count

Location: Perkins, OK

Issuing Date: March 08, 2010

Closing Date: March 14, 2010

Mailing Address:

P. O. Box 70
Perkins, OK 74059

Fax: (405)547-5687

Email: Jobs@cimarroncasino.com

Phone: (405)547-5352

Website: <http://www.cimarroncasino.com>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY:

Responsible for handling gaming device drops, credit and reconciliations, ensuring compliance with applicable laws, rules and regulations of the Gaming Commission, federal and state laws governing monetary transactions and Enterprise policies, procedures and controls.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Maintains a thorough, working knowledge of laws, rules and regulations of the Gaming Commission, as well as Enterprise policies, procedures and controls.
- Ensures the integrity of all Soft Count transactions.
- Assists in gaming device drops, counting money, and reconciling gaming revenue.
- Prepares various reports, including stiff sheets, transfer sheets, table game fills and credit slips; reconciles all totals to the Master Summary; forwards all information to appropriate individual(s).
- Maintains all records, reports and other required paperwork in Soft Count.
- Conducts the necessary research to effectively resolve Soft Count disputes.
- Facilitates the flow of information throughout the property, by attending regularly scheduled departmental meetings.
- Held accountable, to a high degree, for the accuracy and thoroughness of departmental records and reports.

- Creates an atmosphere of fun for all casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) preferred. Some college courses in Banking and Finance or related area preferred.

SPECIAL QUALIFICATIONS:

Effective communication skills required. Must be extremely numbers-oriented and computer-literate.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret basic instructions furnished in written, oral or diagram form.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply common sense reasoning to a variety of situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The employee is regularly required to stand, for long periods of time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works with money.

The noise level in the work environment is usually loud.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain gaming license.