

## **Job Description**

**Position:** Count Team

**FLSA:** Non-Exempt

**Reports To:** Gaming Accountant

### **Summary of DUTIES:**

**Soft Count Team Member is responsible for the efficient count/drop of all Currency in the Casino and to ensure proper accountability of these items. He/She will also be familiar with all equipment necessary to accomplish that task.**

- Participates in the efficient operation of Soft/Hard count.
- Prepares the appropriate daily reports for Accounting.
- Responsible for checking In/Out sensitive keys.
- Must have ability to evaluate, suggest modifications to and ensure compliance with the system of Internal Controls.
- Responsible for the efficient count of all currency in the casino and to ensure proper accountability.
- Responsible for daily drop on Table Games, and Currency in Slot Machines. (Coin once a week drop)
- Complete the Master Game Report and reports each games win loss
- Ensures that he/she as well as all employees in Soft/Hard Count wears appropriate clothing.
- Is fully familiar with equipment in Count Room and makes suggestions to the Gaming Accountant on additional equipment needs or requirements.
- Should have excellent “people skills” and a proven ability to exercise good judgment.
- All other duties as assigned

### **Qualifications:**

- Ability to lift extremely heavy buckets and sacks of coin. (50 ILBS)
- Ability to count and sort large sums of money and chips in a fast and accurate manner.
- Excellent addition / subtraction skills.
- Ability to work 10-key calculator.
- Must be able to work in smoke filled environment.
- Must have valid Drivers License.
- Must have a high school diploma or equivalent