ONEIDA TRIBE OF INDIANS OF WISCONSIN
Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE: Vault Specialist II (**Pool**)
POSITION NUMBER: 01594
DEPARTMENT: Accounting
LOCATION: Various
DIVISION: Gaming
RESPONSIBLE TO: Cage/Vault Supervisor
SALARY: NE08 $12.74/Hr
(Employees will receive 5% below the posted pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: February 15, 2016
CLOSING DATE: Ongoing Recruitment
Proposed Start Date: Applicants will be placed on a pool and will be notified as positions become available.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

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

POSITION SUMMARY

Under direct supervision of the Cage/Vault Supervisor, maintain accurate records of all transactions and expedite the transfer of the currency received from Gaming to the designated depository banking institutions. Maintain confidentiality of all privileged information. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide excellent customer service for all internal and external customers of the operations at all times and in all activities. Establish and maintain effective working relationships with all internal and external customers of Oneida Casino. Provide solutions for customer concerns and continually focus on customer service as our top priority.
2. Develop, maintain, and facilitate effective relationships, communication processes and activities with all Gaming services personnel and all other internal and external customers. Ensure established procedures, and processes are utilized at all times, to ensure maximum understanding and coordination are in place. Attend department meetings to ensure effective communications take place.
3. Inform supervisor of recommendations/ideas for improving all areas of this position to include ideas on improving customer service systems or activities.
4. Ensure compliance with all regulatory requirements in all areas at all times. Adhere to established quality, service delivery, customer service, and customer demand expectations. Adhere to all audit, and legal regulations/laws and practices.
5. Prepare bank deposits from Gaming proceeds and prepare start up tills for each department.
6. Account for revenues from Gaming activities.
7. Prepare, fills, reconcile NRT Quick Jack units on a daily basis. Inventory and maintain equipment that is associated with NRT Quick Jack units.
8. Answer phone calls from internal/external customers utilizing proper phone etiquette.
9. Comply with the Oneida Gaming Minimum Internal Control Regulations.
10. Process and record all cash transfer transactions, ensure receipt disbursement summaries.
11. Operate coin counters, coin wrappers and currency counters for accurate distribution of all monies.
12. Inspect all US Currency; ensure the bills are not counterfeit.
13. Monitor, balance and reconcile the Check Cashing balance sheets and ensure all balance sheets are accurate.
14. Review SharePoint daily and update any vault or bank order transactions that occur in the Management Vault Transfer Communication link.

DUTIES AND RESPONSIBILITIES: (Cont.)

15. Operate and balance the computer by utilizing the gaming software associated with the vault transactions i.e. Excel vault balance spreadsheets and Check cashing reconciliation software.
16. Receipt, distribute and inventory Cash Advance Checks and TITO packets.
17. Contribute to a team effort and accomplish related results as required.
18. Adhere to all Tribal Personnel Policies and Procedures, Department Standard Operating Procedures and Gaming Strategic Plans and Policies.
19. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, reach with hands and arms, talk, and hear.
2. Occasionally stoop, kneel, crouch, crawl, lift and/or move up to twenty-five (25) pounds.
3. Must be able to work in small confined spaces.
4. Evening, holiday and/or weekend work may be required. Extended hours and irregular shifts may be required.
5. Work environment is **NOT** smoke, noise, or dust free.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

STANDARD QUALIFICATIONS:

1. Knowledge of modern office practices, procedures, and equipment.
2. Knowledge of business English, and ability to communicate, read, write clear and concise, using proper spelling, grammar, and punctuation.
3. Skill in problem solving and sound decision-making.
4. Skill in operating business computers and office machines, including in a Windows environment**.**
5. Ability to demonstrate outstanding customer service at all times.
6. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
7. Ability to multi-task vault job responsibilities.
8. Ability to countdown, balance and reconcile vault balance sheets.
9. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
10. Must be willing and able to obtain additional education and training.
11. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
12. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
13. A valid driver's license, reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and tribal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain drivers' eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Experience with 10 key calculator.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Must be eighteen (18) years of age or older.
2. High School Diploma, HSED Diploma, or GED Certification is required within one (1) year of employment. **(Must be enrolled in a GED Program prior to the end of probationary period and provide documentation to the HRD Office for employee personnel file.)** Applicants age fifty (50) and older are exempt from this requirement.
3. One (1) year cash handling experience.
4. Good math skills. **(Must pass a math test which will be administered by the Human Resource Department.)**

ITEMS TO BE SUBMITTED:

Must provide a copy of Diploma, License, Degree or Certification upon employment.