

PARAGON CASINO RESORT

Job Description

SOFT COUNTER

Department:	Finance	Reports to:	Lead Soft Counter
Job Code:	SC01	License:	Gaming
Position Code:	SC001	Costing:	100 1000 1005
Pay Grade:	N4	Date:	02/12/13
EEO-1 Code:	5		

SUMMARY:

Responsible for handling table games drops, audit fills, and reconciliations, ensuring compliance with applicable laws, rules and regulations of the Gaming Commission, Federal and State laws governing monetary transactions and company 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 company policies, procedures and controls.
- Ensures the integrity of all Soft Count transactions.
- Assists in table games drops, counting money, and reconciling gaming revenue.
- Prepares various reports, including stiff sheets, transfer sheets, audit 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 the Soft Count Division of the Finance Department.
- 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 for the accuracy and thoroughness of departmental records and reports.

Paragon Casino Resort requires all Associates to consistently:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

REQUISITE QUALIFICATIONS:

The requisite qualifications 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) required. Some college courses in Banking and Finance or related area preferred.

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

Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.

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. Ability to perform these operations using American units of money.

Reasoning Ability: Ability to apply commonsense reasoning to a variety of situations.

Physical Demands: The physical demands described here are representatives of those that must be met by an Associate 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, the Associate is regularly required to talk or hear. The Associate is also regularly required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools or controls. The Associate is occasionally required to reach with hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate 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 Associate 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 Associate regularly works with money.

The noise level in the work environment is usually loud.