

NISQUALLY RED WIND CASINO JOB DESCRIPTION

JOB TITLE: Finance Apprentice
REPORTS TO: Finance Manager
CASINO DEPARTMENT: Finance

RANGE: H-4 to H-8
STATUS: Non-Exempt

POSITION OBJECTIVE: Provide career positions to Nisqually Tribal Members in support of the Nisqually Indian Tribe. Provide guidance, growth opportunities, and skills to enable the advancement of the Nisqually Tribal Members in developing careers and lifelong work skills.

Our Mission: To enhance continued economic viability and quality of life for the Nisqually Indian Tribe, our Employees, and the neighboring communities

Our Vision: Creating incredible experiences.

Our Core Values: Integrity, Communication, Accountability, Respect, Teamwork

JOB SUMMARY: This position provides an opportunity for Nisqually Tribal members to gain skills necessary for the positions of the Count-room to Accounting Assistant. Apprenticeship in the supervision of the Finance Department. A hands-on learning experience for cash handling, revenue audit, and payables.

QUALIFICATIONS:

Required Skills and knowledge:

- Nisqually Tribal Member.
- Willingness to study toward and earn GED or high school diploma.
- Ability to learn all aspects of the Finance Department.
- Ability to follow detailed procedures, accept guidance, and correct actions.
- Ability to learn and use basic computer skills.
- Ability to work within time constraints and stay on task.
- Ability to learn communication skills, both verbal and written.
- Ability to work independently and use sound judgment.
- Positive guest service and teamwork skills.
- Ability to work all shifts including weekends and holidays.
- Ability to obtain a Class III Gaming License.

PHYSICAL REQUIREMENTS:

- Ability to bend, reach, push, pull and squat, and lift to 50 pounds.
- Ability to stand and/or move around continuously during the assigned shift.
- Ability to reach with hands and arms.

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- Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- Ability to tolerate a noisy, smoke-filled environment.

ESSENTIAL FUNCTIONS OF THE JOB:

- Knowledge of departmental Guest Service Standards.
- Knowledge of casino promotions.
- Assist the Finance Department Team Members by performing the essential functions of the Count Room Clerk, Revenue Auditor, and Accounts Payable.
- Learn the operation of the Finance Department, Count Room, computerized systems, and audits.
- Sorting and counting of the chips, currency, prepare daily audits, process invoices, and purchasing requests.
- Performs daily revenue audits.
- Gives superior guest service at all times.
- Performs other duties as requested.

Approved by:

Date