

## SENIOR CASHIER (Bank) – Repost

Part Time Employment Opportunity

Reporting to the Bank Shift Supervisor, the Senior Cashier (Bank) is responsible for performing monetary exchange and payouts for internal and external customers while providing exceptional customer service. The incumbent is responsible for preparing, verifying, balancing, closing and reconciling floats. The incumbent may work as part of a team and be assigned to a specific operational area each shift.

### Duties:

- Check memo board for any general Casino information related to the Cage, such as daily tour groups, counterfeit currency, new procedures or modifications to current procedures, etc.
- Count float, which could include locker balance, chips, and record opening balance, prepare bait money, sign and submit to Shift Supervisor for verification when required.
- Prepare to provide customer service by ensuring work area is well stocked and equipment is operational.
- Provide prompt, friendly service – smiling, open and closing greetings.
- Check all bills to ensure authenticity.
- Sell, exchange and/or redeem all casino gaming products according to all applicable procedures.
- Pay out winnings and jackpots for customers and internal staff, which may include printing cheques within specified Senior Cashier limits. Secure authorization to pay out winnings over the specified limit.
- Verify large payouts for Bank Cashiers.
- Perform cash, coin and cash equivalent adds and decreases for cashiers and advise Shift Supervisor of excess as required.
- Amalgamate cash and balance operational floats throughout shift and recount if there are any discrepancies.
- Transfer operational floats to appropriate individuals.
- Handle cash cans and cash for bill jams.
- Maintain all required logs (e.g., Bill Jams, Found Money, etc.)
- Process Table Games chip fills and credits, which may include poker pit transfers. Complete all necessary paperwork.
- Identify and process CDRs (Cash Disbursement Report) and STRs (Suspicious Transaction Report), notifying appropriate individuals as required.
- Prepare daily operational and departmental floats along with all applicable paperwork.
- Prepare cash and coin for ATM's, Self-Redemption machines, and Cash & Coin Recycler and fill as required.
- Follow all policies, compliance guidelines and procedures.
- Encourage a climate that supports diversity.
- Other duties as assigned.

### Primary Qualifications:

- Six months prior related work experience in a customer service related industry.
- Previous cash handling experience, with the ability to handle large cash transactions.
- Excellent math skills to perform accurate calculations and counts.
- Basic computer skills in Microsoft Word and Excel.
- The incumbent must attend, remain current and receive a passing mark on Anti-Money Laundering (AML) training. Training is provided on the job.
- The incumbent must possess excellent communication and interpersonal skills, have the ability to analyze and solve problems independently using good judgment and possess strong leadership and organizational skills.
- The ability to work in a fast paced environment.
- The key accountabilities for this position include adapting to new changing conditions in a positive manner, communicating and working respectfully with co-workers, consistently delivering excellence in customer service, demonstrating appropriate job knowledge, following direction from leadership on assigned tasks, following established Safe Work policies and practices, following Manitoba Liquor & Lotteries' policies and procedures, meeting the established attendance expectations, meeting the productivity performance expectations and taking accountability for actions.

### Secondary Qualifications:

- Completion of a Grade XII High School diploma or G.E.D. equivalent is an asset.
- Previous experience as a Cashier.
- Bilingual (French/English) language skills.

*\*\*\*Manitoba Liquor and Lotteries is committed to Diversity, Equity and Inclusion. We strive to hire a workforce that reflects the community we serve. Employment equity will be considered therefore applicants who identify as women, Indigenous people, members of racialized groups, and persons with a disability are encouraged to apply.*

*If you require an accommodation at any time during the recruitment process, please let us know how we can meet your needs.*

**Salary:** \$18.60-\$19.58  
**Bargaining Unit:** UNIFOR  
**Location:** Club Regent Casino

Individuals should apply by completing our online application form at [www.mbl.ca/jobs](http://www.mbl.ca/jobs) or by submitting a resume and application to [careers@mbl.ca](mailto:careers@mbl.ca)

**All applications are due by September 25, 2023.**

*We thank all interested applicants, however, only those selected for interviews will be contacted.*