

# Mazatzal Hotel & Casino

## JOB ANNOUNCEMENT

**POSITION:** Vault Cashier  
**DEPARTMENT:** Cage/Vault  
**STATUS:** Full-time  
**RATE:** \$18.00 p/hr + *Tips*

**NUMBER OF POSITIONS:** 1  
**REPORTS TO:** Cage Manager & Director of Cage Operations  
**SUPERVISES:** N/A

**JOB SUMMARY:** Responsible for casino funds entrusted during his/her assigned shift. Performs jackpot and fill transactions as necessary throughout the shift. Accept, verify, and document on appropriate forms the cash-in, cash-out, and check-cashing transactions handled during the shift. Performs job tasks in the vault as necessary.

### ESSENTIAL JOB FUNCTIONS:

- Responsible for selling and redeeming cash and tokens for players.
- Cashing travelers' checks and processing credit card advances using the global cash systems.
- Solely responsible and accountable for cash funds at the assigned window during their shift.
- Must process transactions accurately and maintain variances to an absolute minimum.
- Must be able to work in a fast-paced environment and maintain a high degree of concentration to perform the required work tasks.
- Lifting requirements in excess of 32 lbs. or greater "repetitive".
- Performs other job-related duties as assigned.
- Must be good at 10 10-key calculator and data entry

### MINIMUM QUALIFICATIONS:

- Must Count Large sums of money & handle accurately
- Must have experience with 10-key calculator skillfully.
- Previous banking or credit union experience.
- Excellent guest service skills.
- Team player.
- Professional appearance/behavior
- **Must have computer and Excel experience, and be comfortable with using a computer.**
- **Some experience in cash handling.**
- **Schedule flexibility/availability.**

### PHYSICAL, MENTAL, AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clearance from a medical doctor.
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist, and grip items while working in the assigned area.
- Respond to visual and auditory cues.
- Read, write, speak, and understand English.
- Operate in mentally and physically stressful situations.
- Must stand and walk 10% of work time and sit 80% of work time.
- Must be able to lift up to 20 pounds and carry up to 10 pounds.
- Must have manual dexterity and coordination to operate equipment, including a 10-key adding machine, PCs, fax machine, and photocopier.

**SHIFT:** SWINGS/GRAVES  
**OPENING DATE:** NOVEMBER 20, 2025  
**CLOSING DATE:** NOVEMBER 27, 2025

If interested, please apply to Human Resources or send a letter of interest.

(Tribal needs to submit job application /resume to HR)

**Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.**