

**POSITION DESCRIPTION**

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**JOB TITLE:** General Cashier (Full-Time)

**DEPARTMENT:** Accounting

**REPORTS TO:** Assistant Controller or Designate

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**ESSENTIAL PURPOSE:** To prepare and make accurate cash deposits, and handle cash transactions for departmental needs.

**ESSENTIAL DUTIES:**

- To follow all specified procedures to properly handle cash and document cash transactions, including processing due backs; making change for all specified banks; verifying and processing daily deposits and drops; processing armored car pick up sheets; completing daily cash reconciliation sheets; and reconciling cash in safe on a daily basis.
- To investigate, document, and reconcile cash overages and shortages reported on cash reconciliation forms.
- To issue and receive house banks and special banks, as needed, verifying the accuracy of all banks received.
- To monthly update the house bank report, and reconcile to the general ledger.
- To distribute all relevant reports and back-up documents needed for operational controls to appropriate department heads, or the Corporate office.
- To follow all specified procedures to accurately prepare security reports on large cash variations, handling irregularities, or other violations in procedure, communicating appropriate matters to Controller.
- To conduct monthly audits of all cashier banks.
- To maintain adequate cash level to accommodate hotel business needs.
- To follow all specified procedures to reconcile the credit card system with Lanmark, on a daily basis (excluding Mondays), resolving any discrepancies and submitting charges for payment.

- To provide to the Corporate office as directed, daily update reports on cash-received totals.
- To prepare analytical reports and forecasts, as requested.
- To assist, as directed, with month-end inventories.
- To understand and respond to all customer needs and requests in a timely and professional manner.
- To follow all policies and procedures of JC Resorts LLC.
- To immediately report all suspicious occurrences and hazardous conditions.
- To maintain the cleanliness and safety of work areas at all times.
- To practice safe work habits at all times, to avoid injury to self and others.
- To comply with company and departmental safety rules and regulations, including the proper handling of all relevant equipment.
- To attend all mandatory meetings as directed.
- To perform other tasks, including cross-training, as directed.

**JOB KNOWLEDGE & EDUCATIONAL LEVEL:** High school diploma or equivalent required. English fluency required. Strong math skills required. Must have experience handling large volume of cash. Must know ten key by touch, and be familiar with the use and maintenance of other applicable business machines. Hotel experience preferred.

**SKILLS AND APTITUDES:** Detail oriented. Organized and efficient. Safety-minded. High quality standards for production and service. Diplomatic and calm. Strong verbal communications skills. Courteous, friendly, and professional manner. Good team player. Customer service focus. Able to work productively with little supervision. Trustworthy and reliable.

**WORKING CONDITIONS:** Works indoors throughout shift in temperature-controlled, clean, and well-lighted office. Bi-level structures. Extensive property.

**PHYSICAL DEMANDS:** Stands/walks approximately 20% of shift. Sits at desk approximately 80% of shift. Bends and reaches to perform routine job tasks. Frequent use of stairs, daily. Occasionally required to handle and move objects weighing up to 40 lbs. over short distances. Requires extensive reading and computation.

**IMPACT OF DECISION:** Decisions directly impact employee relations, bottom line profitability, and the hotel's ability to control cash flow. Poor decisions may result in customer dissatisfaction and loss of revenues, due to lack of follow through, inaccurate or inefficient work, unsafe work practices, or improperly handled customer service situations.

**GENERAL:** Must comply with the Company's Appearance and Dress Code policy as set forth in the Employee Handbook.

**JOB CLASSIFICATION:** The position is classified as Full-Time and, upon completion of the Introductory Period, the employee is eligible for the Employee Benefits outlined in the Employee Handbook. Notwithstanding the foregoing, the Company reserves the right to amend, change or discontinue the policies, practices and benefits described in the handbook at any time and without notice.

**NON-EXEMPT POSITION:** Non-exempt employees are subject to the wage and hour laws and entitled to overtime pay. All overtime work by a non-exempt employee must be approved in advance by the employee's supervisor or the General Manager and the time initialed by him/her on the time card. Non-exempt employees who work overtime without prior approval are subject to disciplinary action, including termination.

**AT-WILL EMPLOYMENT:** The relationship between JC Resorts LLC and the employee is for an unspecified term and is considered "at will." This means that the terms and conditions of employment may be changed, with or without cause and with or without notice, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work. No one other than the President of the Company has the authority to make any verbal or written agreement contrary to this provision and any such agreement must be put in writing and signed by the President before it is effective.

JC Resorts LLC reserves the right to modify and update this Position Description as needed.

I have read and understand the above-referenced job requirements and have the ability to perform all of the essential duties listed herein. I agree to comply with the Company's performance standards and understand that I will need to be flexible in order to accommodate the changing needs of the hotel operation.

I further agree to comply with the rules and regulations set forth in the Employee Handbook and agree to abide with any departmental policies.

I acknowledge receipt of a copy of this job description.

\_\_\_\_\_  
Employee's name (please print)

\_\_\_\_\_  
Employee signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor signature

Date: \_\_\_\_\_