

# PARAGON CASINO RESORT

## Job Description

### CAGE/CREDIT MANAGER

<b>Department:</b>	<b>Finance</b>	<b>Reports to:</b>	<b>Chief Financial Officer</b>
<b>Job Code:</b>	<b>MGR09</b>	<b>License:</b>	<b>Gaming</b>
<b>Position Code:</b>	<b>MGR048</b>	<b>Costing:</b>	<b>100 1000 1002</b>
<b>Pay Grade:</b>	<b>E12</b>	<b>Date:</b>	<b>1/14/20</b>
<b>EEO-1 Code:</b>	<b>1.2</b>		

#### SUMMARY:

Responsible for ensuring that all accounting activities in the Cage/Credit Division of the Finance Department are performed accurately and efficiently, in accordance with all applicable laws, rules and regulations of the Gaming Commission, Federal and State Tax Commissions, and established company policies, procedures and controls.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Protects casino cage assets by implementing accounting and documentation policies and procedures, monitoring transactions, and ensuring compliance with company internal controls, policies, procedures, laws and regulations.
- Oversee day to day operations of casino cage and credit departments.  
Hire, supervise, train, evaluate work performance, coach, discipline, and schedule team members. Instruct cage personnel on proper procedures and performance of job duties. Approves credit for guests within his/her limits of authority; ensures that the collection and distribution of necessary credit information is handled accurately, efficiently and discreetly.
- Direct and coordinate activities of credit office to secure payment on outstanding markers and returned checks through proper established collection procedures.
- Develops, implements and directs departmental policies and procedures, which enable the Cage/Credit Division of the Finance Department to function more effectively.
- Maintains adequate staffing levels in the Cage/Credit Division of the Finance Department, by interviewing, selecting, training, scheduling, evaluating, assisting with career development, promoting, disciplining and terminating Associates, as needed.
- Ensures the integrity of all financial data produced by Associates under his/her span of control.
- Ensures the best utilization of cash in all areas of the Cage and that these levels meet minimum bankroll requirements.
- Monitors all financial activities on property, which relate to Cage/Credit, to ensure that all applicable laws, rules, regulations and controls of the company, the Federal and State Tax Commissions, and the Gaming Commission are enforced throughout the property.
- Report and research any cage variance.
- Creates and administers departmental operating budget and budget controls.

- Establishes production standards and goals, and regularly evaluates departmental progress, revising standards and goals as needed.
- Develops, implements and directs departmental policies and procedures, which enable the Kiosk Division of the Finance Department to function more effectively. Develops and fine-tunes an effective system of keeping the Kiosk operational on all levels.
- Ability to apply commonsense understanding to carry out detailed but uninvolved written and oral instructions.
- Review departmental reports, to ensure accuracy, making revision as needed.
- Ensures a maximum level of property-wide service and satisfaction, with respect to the Cage/Credit Division of the Finance Department, is achieved and maintained.
- Facilitates the flow of information throughout the property, by organizing and presiding over regularly scheduled meeting with all Associates under his/her span of control.
- Held accountable, to a very high degree, for the accuracy and thoroughness of departmental records and reports.

**Cage Manager is Paragon Casino Resorts Title 31 Compliance Officer. The duties of the Title 31 Compliance Officer are:**

Responsible for the implementation of Paragon Casino Resorts Title 31 Compliance program as stated in the System of Internal Controls.

Responsible for the weekly examination of all types of documents prepared in accordance to the Bank Secrecy Act, including a review of contained in all automated systems.

Responsible for making sure the performance of the internal audit procedures are documented.

Responsible for making sure all exceptions noted during daily audits will be documented and forward to management.

Ensuring that corrective action thru exceptions and disciplinary actions are issued to and returned by gaming departments in noncompliance.

Responsible for ensuring that continuing compliance with the requirements of Title 31 and the Bank Secrecy Act are consistently maintained.

Responsible for making sure the following training program has been established:

1. The systems of internal controls relating to currency transactions have been communicated in writing to all applicable associates in gaming and gaming related areas.
2. A Title 31 training program is provided to all newly hired associates in the gaming and gaming related areas.
3. Regulates that the Title 31 Staff and / or the Title 31 Compliance Officer conduct bi-annual informational programs.
4. Monitors the testing of all associates regarding the internal control standards for currency transaction reporting.

Reviews all CTR's for accuracy and signs as the approving officer before the forms are sent to FinCEN.

Investigates all reported suspicious activities to determine if SARC should be completed and forwarded to FinCEN.

Reinforces that the communication between gaming departments and the Title 31 department are essential to making sure compliance with Title 31 is consistent.

Responsible for keeping updated on changing Title 31 laws, forms, compliance programs and audits.

Responsible for maintaining the integrity of Paragon Casino Resort by keeping all department consistent in Title 31 compliance.

***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.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises the activities of all associates in the Cage/Credit Division of the Finance Department.

**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:** Bachelor's degree in Accounting, Business Administration or related area from a four-year college or university; or four to six years related experience and/or training; or an equivalent combination of education and experience.

**Qualifications:** Minimum of six (6) years in accounting, preferably in a banking operation, required. Minimum of five (5) years in Casino Cage Operation. Must possess excellent communication, organizational, and analytical skills. Must be extremely numbers-oriented and computer-literate. Minimum of three (3) years supervisory/managerial experience required.

**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 the most complex of documents, such as technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from guests, regulatory agencies, or members of the business community. Ability to effectively present information in one-on-one and small group situations.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference. Ability to perform these operations using units of American money.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**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 of this job, 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; and stoop, kneel, crouch, or crawl.

The Associate may be required to stand, for long periods of time, at the Cage/Credit counter, to assist guests and Associates under his/her span.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to 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 is regularly exposed to the risk of radiation (from computers), as a great deal of the workday is spent working on spreadsheets or inputting data into the computer system.

The noise level in the work environment is usually moderate to loud. The casino environment is usually smoky.