

Position Description

Title	Count Attendant	Location	
Department	Cage & Count	Company	
Position Summary			
<p>Under the direction of the Cage & Count management and supervisory team, Count Attendant is responsible for the accurate counting of cash assets in the count room and the movement of cash assets from the gaming floor to the Cage. This position also involves managing transactions between vault and colleague cash desks and maintaining/balancing a float. Count Attendant contributes to a safe and welcoming work environment for all coworkers. Must respect and adhere to all policies and procedures, regulations and Internal Controls. Above all else, must embrace and be aligned with Casino New Brunswick's culture and philosophy of providing outstanding entertainment experiences.</p>			
Key Accountabilities			
<ul style="list-style-type: none"> • Counting bills, coins and cash equivalents • Organizing and securing the storage of count carts, drop boxes, drop buckets and bill cartridges for count pulls • Reporting suspect cash and cash equivalents • Verifying and reconciling before and after counts • Bagging, bundling, securing and transporting counts • Providing information for reporting purposes • Communicating effectively with all appropriate operational departments • Building strong working relationships with internal and external guests • Complying with licensing laws, health and safety and other statutory regulations • Performing other duties as assigned or directed 			
Education and Qualification Requirements			
<ul style="list-style-type: none"> • High School diploma or equivalent required, post-secondary education an asset; • Minimum 1 year of experience in high volume cash handling and counting is preferred • Must have the ability to operate adding machines, currency counters and other related equipment; • Ability to work well in a team environment with strong communication skills • Ready and willing to work a flexible schedule consisting primarily of early morning shifts • Must be at least 19 years of age or older • Ability to successfully obtain and maintain a Gaming Registration within applicable province (New Brunswick). 			
Work Environment Considerations			
<ul style="list-style-type: none"> • Regular back-office environment, fast paced with multiple priorities, deadlines and deliverables; requires extended period of standing, walking, bending and may lift up to 35 lbs. • The role requires a flexible schedule that adapts to business needs, and will have non-traditional work hours including holidays, evening, overnight or weekend shifts. 			
Special Working Conditions			
<p>Our reputation is of paramount importance. As such, we will conduct our business in an ethical and professional manner. Every team member will be obliged to understand and follow all the policies outlined and will disclose any irregularities or wrongdoing in accordance with the Company's Whistleblower Policy.</p>			

The Company is committed to sound internal control policies and practices. Every team member will follow the internal control practices required of their position and department.

Compliance Requirements

- Every team member must comply with all requirements of the Corporate Ethics & Conduct Manual and with all other corporate policies communicated to the employee.
- Every team member will be familiarized with the business process documentation and internal control objectives related to their position, and how their job description aligns with specific internal control activities for which they are responsible.
- Adhering to all company and regulatory policies as they relate to functions of the position.

Licensing and Certification Requirements

Permanent employment may be dependent upon the authorization and continued approval of the Provincial Regulatory Bodies. New employees will complete an application and will begin work after regulatory approval is granted. Existing team members will reapply as necessary, and continuing work will be dependent upon successful reapplication.

For positions that require additional certification, the appropriate level of certification will be maintained.

Approved By: TBA

Approval Date: TBA