

POSITION DESCRIPTION

JOB TITLE: General Cashier/Operations Coordinator (Full-Time)

DEPARTMENT: Accounting

REPORTS TO: Assistant Controller and Golf Course Superintendent

ESSENTIAL PURPOSE: To prepare and make accurate cash deposits, and handle cash transactions for departmental needs and to provide administrative and operational support for the Engineering Department and Golf Course Maintenance.

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 satisfactorily perform routine administrative tasks as directed, including purchasing; inventory control; processing maintenance requests; report production; file maintenance; mail handling; and initiating and handling check requests, Purchase Orders, and personnel transaction reports.
- To provide ongoing “checkbook” report of departmental expenses to the Director of Engineering and to the Golf Course Superintendent.
- To process Purchase Orders for Golf Course Maintenance and the Engineering departments and to provide limited accounting support and record keeping for these departments, as needed.
- To order change and supplies, as needed, from bank.
- 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 and to update the house bank schedule.

- 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 quarterly audits of all cashier banks.
- To maintain adequate cash level to accommodate hotel business needs.
- To process petty cash requests within specified guidelines and submit to Accounts Payable for reimbursement in a timely manner.
- To accurately prepare and audit, as directed, various tracking logs within the specified time frame, to include but not be limited to, declared tips, complimentary tickets, and gift cards/certificates.
- To handle data entry of tip reporting for Payroll of Food & Beverage cashiers.
- 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. Must have a minimum of two years of clerical and/or administrative support experience. Must be proficient in Word, Office Programs, Excel, Access, MS Project, Power Point and other Windows based applications. Familiarity with standard accounting procedures required, including processing of invoices and purchase orders. Good office procedures including filing and recording keeping required. Must display knowledge of currently accepted telephone etiquette. 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. Strong written and verbal communication skills. Ability to meet deadlines and manage multiple tasks simultaneously. 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: _____