

Gold Horse Casino - Administration Manager - (276)

Salary Range: \$63,902.00 - \$79,877.00 Close Date: May 31, 2018

Apply Online: <https://www.siga.sk.ca/careers/career-opportunities/>

Where You Will Succeed

Main Duties

This position is responsible for the Oversight of the Casino's financial, auditing, compliance and budgeting processes, protecting the integrity of Cage operations through ensuring strict adherence to Cage policies, procedures, and internal financial controls. Directing, planning and analyzing Casino Cage & Finance operations. Overseeing and being accountable for all departmental resources, including budgets, equipment, and supplies. Monitoring department operations to ensure compliance with policies and procedures. Providing effective management of Cage & Finance staff, promoting good relationships and ensuring they have the knowledge and tools they need to succeed. Carrying out a wide variety of auditing activities to verify the accuracy of work and resolve discrepancies. Supervising Cage Department staff, promoting good relationships and ensuring they have the knowledge and tools they need to succeed. Managing departmental finances and equipment, including budgeting and reporting. Ensuring VRTs and ATMs are in working order for guest use. Maintaining the highest level of customer relations. Serving shifts as the Manager on Duty on a rotational schedule. Modeling SIGA's values, and presenting a positive image of SIGA in the community. Participating in other projects and activities as required, to ensure that all movement of cash (or equivalent) at the Casino is accounted for and verified.

Qualifications

Education

Successful completion of a bachelor's degree in Business Administration, Commerce or other related discipline with a major in Accounting and working towards an accounting designation. Several years of directly related experience and training maybe considered.

Experience

Minimum of five years experience in an accounting or finance department, including supervision and/or training of personnel.

Experience working with many diverse situations and personalities.

Core Organizational Competencies

Adapting to change

Communication

Customer service

Decision making

Results oriented

Working with others