

Job Title: General Cashier.

Job Purpose: Prepare bank deposits.

Direct Report: Controller

Job Code: Core / Flex

Core responsibilities:

1. Perform the day to day processing of financial transactions to ensure that club finances are maintained in an effective, up to date and accurate manner

Main Activities:

- Pull the cash and check deposits from the safe
- Sort and Count the Cash and check deposit
- Record the details of the deposits on the deposit sheets by server or cashier
- Prepare the bank deposit slips
- Prepare the bank deposit bag.
- Maintain a daily audit of the Complimentary and In-house F&B tickets.
- Research F&B tickets for discrepancies in names or signatures
- Communicate the any discrepancies to the F&B manager

2. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:

- Maintain inventory files
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial files

3. Perform other related duties as required by the Controller.

Experience required: 2 to 5 years direct experience.