



## **Cash Room I**

**JOB SUMMARY:** This employee is responsible for recording and tracking all monetary transactions occurring at Mt. Shasta Ski Park.

**JOB DUTIES:** The Cash Room I position responsibilities include counting the cash vault, register tills, balancing credit card terminals and the ATM, preparing journal vouchers of daily departmental activity, bank deposits, and assuring adequate change is available. Additional duties include helping train cashiers, making change, assisting with paperwork, and processing credit card transactions. This individual must work well under pressure, meeting multiple and sometimes conflicting deadlines. A successful applicant shall at all times demonstrate cooperative behavior towards coworkers and supervisors. Other duties as assigned, may include working in other departments.

**QUALIFICATIONS:** A strong accounting background is required to help ensure internal controls are strictly followed. The applicant must be proficient with a 10 key calculator, count money quickly and accurately, and be familiar with computer spreadsheets. Good communication skills are required. This individual will have to pass a calculator and basic accounting test prior to being interviewed. In addition, this position requires an employee who can be bonded.

**DESCRIPTION OF WORK ENVIRONMENT:** Mt. Shasta Ski Park is located at 5,500 ft. elevation. Winter conditions can be severe with subzero temperatures, high wind and heavy snow. The accounting office at the Ski Park is located behind the ticket office. The office has only one door and no windows for security purposes. Cash Room employees must be able to concentrate in a busy and hectic office environment. Uniform items will be issued.

**PHYSICAL REQUIREMENTS:** This position requires sitting for long periods of time and lifting 25-pound boxes.

**WORK SCHEDULE:** This is a seasonal position. Depending on snow conditions the season typically runs from mid-December to mid-April. The work schedule will include weekends, holidays, and some evenings.

**REPORTS TO:** This position reports to the CFO and to the Cash Room Supervisor.

**BENEFITS:** Benefits include season pass, and food/retail discounts.