

9241

LOTTERY BUSINESS SUPPORT SPECIALIST

Nature of Work

Under limited supervision, performs complex work in the comprehensive determination of financial documents required for properly vetting and review of financial records of individuals and corporations associated with traditional and limited video lottery retailer, manufacturer, operator, racetrack, casino or occupational licenses of the West Virginia Lottery. Ensures the proper individual and corporate financial documents are submitted, reviewed and approved prior to issuance of applicable gaming license. Receives and reviews Securities and Exchange Commission (SEC) filings for publicly traded companies as well as international financial regulatory documents and filings for licensees located outside of the United States. Assists licensee throughout the application process to include developing, implementing and overseeing completion of corrective actions, monitoring application status and resolving financial information gaps in accordance with West Virginia Lottery regulations and procedures. Represents the Lottery at gaming facilities in matters related to licensing. Develops and presents educational and training programs on the Lottery licensing process. Testifies at administrative appeal hearings on license or occupational permit appeals. Occasional statewide travel is required. Performs related work as required.

Examples of Work

Conducts comprehensive review of all financial records required to be submitted with initial and renewal lottery license and occupational applications; upon successful completion of review and approval of application and financial records, releases applications for permanent status; enters application and required information in appropriate database.

Develops corrective action plans for deficient applications; oversees completion of corrective actions by licensee or occupational permit holder; assists applicants in resolving financial information deficiencies in the applications; coordinates corrective action process with Lottery Legal Division and Security Division.

Maintains professional communication with retailer, racetrack, casino or occupational applicants during the application process.

Represents the Lottery at gaming facilities in order to develop important business relationships for the licensing and financial reviews processes.

Develops and presents educational programs and seminars to support the licensing process.

Testifies in administrative appeal hearings filed by table games licensees; represents supervisor at internal and external meetings related to unit operations.

Prepares regular and special reports on financial reviews of license applications and related information.

Knowledge, Skills and Abilities

Knowledge of West Virginia Lottery laws, regulations and procedures.

Knowledge of the Lottery license application process and the financial information requirements required by law and regulation.

Knowledge of income and business tax forms, SEC forms and filings, and general accounting terminology.

Knowledge of computer technology and business software applications such as word processing, spreadsheets, Access databases and file sharing.

Knowledge of best practices for handling Personal Identifiable Information (PII) and confidential and sensitive financial information.

9241

LOTTERY BUSINESS SUPPORT SPECIALIST (cont'd)

Knowledge, Skills and Abilities (cont'd)

Ability to correctly review and evaluate all types of Lottery license applications and required supporting financial documents.

Ability to develop, implement and oversee corrective action plans to address application and financial information deficiencies in license applications.

Ability to develop and present educational training programs on Lottery license process.

Ability to interact effectively with gaming industry officials, racetrack and casino personnel, retailers, and lottery officials in other states.

Ability to represent the Lottery in a professional manner.

Ability to testify in administrative appeal hearings on license application matters.

Ability to use databases and spreadsheets to compile, manipulate and report data.

Ability to communicate effectively, both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from a regionally accredited college or university with at least three (3) semester hours in accounting.

Substitution: Experience as described below may substitute for the required training, except for the three (3) semester hours in accounting, at the rate of one (1) year of experience for thirty (30) semester hours of education.

Experience: Four (4) years of full-time or equivalent part-time paid experience in accounting, bookkeeping, lottery or gaming industry operations.

Special Requirement: Background and credit investigation and security clearance required for employment. A valid driver's license is required.

Established: 04/16/2009

Revised: 01/31/2018

Effective: 01/31/2018