

LOTTERY CHIEF ACCOUNTANT**NATURE OF WORK:**

Under administrative direction, performs executive level and professional accounting work in directing the daily activities of the West Virginia Lottery Finance and Administration Division. Responsibility is held for the effective direction of general accounting activities to include accounts payable, revenue transfers, budgeting, general accounting, receipts processing, purchasing and accounting analysis reports and for games accounting activities to include the recording, collection, balancing, control and reporting of revenues from traditional lottery games, on-line games, racetrack video lottery, limited video lottery and table games and financial reporting. Work involves the interpretation and application of complex statutes regarding the control and distribution of lottery revenues. The accounting environment includes the state financial information management system (FIMS), state purchasing system (TEAM) as well as two external proprietary game accounting systems and the West Virginia Lottery General Ledger system and associated databases. Oversees the enterprise fund financial reporting activities of the agency to include the production of monthly financial statements, the annual Combined Annual Financial Report (CAFR) as well as special purpose reporting of historical and forecasted financial information. Background and credit investigation and security clearance required for employment. Performs related work as required.

ESSENTIAL JOB FUNCTIONS - Any specific position in this class may not include all of the duties listed, nor do the examples listed cover all of the duties which may be assigned.

- Oversees the planning, organization, implementation and evaluation of the general accounting, games accounting and financial reporting activities of the West Virginia Lottery.
- Directs the development and operation of accounting systems for general accounting, games accounting and financial reporting and the development of accounting policies and procedures, methods and practices in compliance with generally accepted accounting practices and auditing standards.
- Directs the work of subordinate managers and supervisors in the daily execution of general accounting, games accounting and financial reporting activities.
- Acts as a key policy advisor in management planning, policy development and decision making relating to agency financial policy and management; advises the Lottery Director, the Lottery Commission and senior management on long range financial forecasts on gaming activities and lottery revenue.
- Oversees the periodic evaluation of the programs, activities, accounting systems and procedures used in the various units of the division.
- Drafts and evaluates legislative proposal; serves as liaison to legislative members and makes presentation to legislative committees as necessary.

LOTTERY CHIEF ACCOUNTANT (CONT'D)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of generally accepted professional accounting and auditing principles and practices.

Knowledge of the principles, practices and methods of government accounting.

Knowledge of computerized accounting systems.

Knowledge of the West Virginia statutory accounting and revenue distribution requirements.

Knowledge of the principles and practices of management.

Skill in the use of a personal computer in the area of database applications.

Skill in the use of a calculator.

Ability to plan, organize, direct and evaluate the work in a highly specialized accounting environment.

Ability to design and evaluate internal accounting systems; ability to review vendor proposals for internal accounting systems.

Ability to compile, prepare and analyze complex reports and statements of financial data on lottery revenues and gaming activities and on general accounting activities.

Ability to analyze and interpret complex accounting records.

Ability to adapt and apply established accounting methods to complex accounting transactions.

Ability to advise Lottery officials, legislators and state officials on lottery revenue and gaming activities and on long-range revenue forecasts.

Ability to communicate effectively, orally and in writing.

Ability maintain effective working relationships with co-workers, gaming industry officials and employees, lottery retailers, state officials, legislators and lottery officials in other states.

MINIMUM QUALIFICATIONS:

TRAINING: Bachelor's degree from a regionally accredited four-year college or university in accounting, business administration, finance, economics or closely related field with at least 18 semester hours in accounting.

EXPERIENCE: Eight years of full-time or equivalent part-time paid experience in professional accounting or auditing work, three years of which must have been in a supervisory capacity.

SUBSTITUTION: (1) Certification or registration as a public accountant in West Virginia may substitute for the required training and two years of the required non-supervisory experience. (2) Graduate study from an accredited four-year college or university in accounting, business administration, finance, economics or closely related field may substitute for the required non-supervisory experience on a year-for-year basis.

Established: 3/19/09

Effective: 5/1/09