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## LOTTERY GAMES ACCOUNTING MANAGER

### NATURE OF WORK:

Under general direction, performs highly complex managerial and specialized professional accounting work managing the Games Accounting Section or Video Lottery Accounting Section of the West Virginia Lottery. Through subordinate supervisors, plans, organizes and directs the day-to-day activities of the Games Accounting Section or Video Lottery Accounting Section; ensures compliance of the West Virginia Lottery with statutory requirements relating to the collection and distribution of revenues from traditional games, racetrack video lottery, limited video lottery and table games. Ensures adherence with professional accounting standards and with the accounting and revenue distribution requirements in the state lottery statute. Responsibility is held for developing long-term lottery revenue forecasts and for the identification and interpretation of long-term economic factors in lottery revenue forecasting. Oversees the application of computerized accounting systems for tracking and recording gaming activities and the interface used to transfer gaming transactions to the West Virginia Lottery General Ledger. Oversees the development of new systems to support gaming, forecasting and in-house accounting requirements. Oversees the development and implementation of policies and procedures for the section. Assists in the review and analysis of statutory changes related to the West Virginia Lottery. 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.)

Plans, organizes, directs and evaluates section activities in the recording, collection, control and distribution of West Virginia Lottery funds.

Advises subordinate supervisors and other employees on the interpretation of lottery statutory accounting requirements and on resolving complex operational problems relating to games accounting or gaming operational activities.

Evaluates the work of subordinate supervisors; counsels supervisors on difficult employee relations issues of subordinate staff; oversees the development and implementation of corrective action plans when necessary; oversees the employee selection process for new hires in the section; recommends employee advancement and rewards.

Reviews the training needs of section employees; develops or oversees the acquisition of required employee training and staff development initiatives.

Develops, reviews and analyzes operational procedures to ensure the effective and efficient performance of section activities.

Oversees the preparation of regular and special activity reports on games accounting activities for Lottery officials, the Lottery Commission, the Legislature and state revenue officials.

Oversees the preparation of the revolving five year lottery revenues forecast on multiple gaming types on behalf of the Lottery Director; formulates and interprets of assumptions of economic factors impacting future lottery revenues.

**LOTTERY GAMES ACCOUNTING MANAGER (CONT'D)**

**ESSENTIAL JOB FUNCTIONS: (Cont'd)**

- Oversees the preparation of charts and graphs reflecting lottery revenue forecasts for legislative hearings and the media; responds to media inquiries on lottery revenue forecasts.
- Manages the use of computerized accounting systems in the tracking and recording of lottery gaming activities and the systems interface used to transfer gaming transactions to the agency General Ledger; oversees the development of accounting system enhancements to support gaming, revenue forecasting and internal balancing requirements.
- Manages the entire process of testing gaming products up to the time of presentation to the Lottery Commission for approval and field auditing after implementation. Act as primary liaison with the independent testing consultant.
- Represents the agency by attending national gaming meetings and serving on committees related to lottery gaming.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of generally accepted professional accounting and auditing principles and practices.
- Knowledge of the principles, practices, methods and techniques of government accounting.
- Knowledge of computerized accounting systems.
- Knowledge of the West Virginia Lottery statutory accounting and revenue distribution requirements.
- Knowledge of statistical techniques and research methods.
- Knowledge of gaming industry standards for video gaming systems, hardware, and software.
- Knowledge of statistical computer software.
- 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 work in a highly specialized accounting or video operations environment.
- Ability to supervise the work of subordinate supervisors.
- Ability to design and evaluate internal accounting systems; 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.
- Ability to analyze and interpret complex accounting records.
- Ability to use statistical modeling software to prepare and interpret multi-year lottery revenue forecasts.
- Ability to adapt and apply established accounting methods to complex accounting transactions.
- Ability to prepare and make presentations on accounting, video operations, and lottery revenue issues to the Lottery Commission, legislators and state officials.

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**LOTTERY GAMES ACCOUNTING MANAGER (CONT'D)**

**KNOWLEDGE, SKILLS, AND ABILITIES: (Cont'd)**

Ability to communicate effectively, orally and in writing.

Ability to maintain effective working relationships with co-workers, gaming industry officials and employees, lottery retailers, state officials 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:** Seven years of full-time or equivalent part-time paid employment in professional accounting or auditing work, two 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 a regionally 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