

**LOTTERY FINANCIAL SPECIALIST 2****NATURE OF WORK:**

Under general direction, performs highly complex, specialized accounting work as the lead financial reporting expert of the West Virginia Lottery. Responsibility is held for overseeing the preparation of the agency's Comprehensive Annual Financial Report (CAFR); for directing the accounting functions of the agency's automated mainframe games accounting systems, financial reporting and Great Plains general ledger systems; for overseeing the agency's GAAP-based monthly reporting of financial statements in compliance with the state lottery statutes and in accordance with Government Accounting Standards Board (GASB) of the American Institute of Certified Public Accountants (AICPA) rules and pronouncements; for overseeing the interface of automated system files to the General Ledger; for coordinating the conduct of regular and special financial audits to include the annual financial audit, games drawing audits and SAS 70 audits; for liaison with external auditors and the Financial Analysis and Reporting Section (FARS) section; for administrative oversight of the preparation of all financial reports; for reviewing or supervising the work of Lottery Accounting Specialists related to financial reporting; and, for the design, implementation and training for all agency accounting systems. Leads project teams in the development of new financial systems and oversees training for GAAP-based financial reporting, WVFIMS, Great Plains and other accounting systems. Background and credit investigation and security clearance required for employment. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is the expert level in the Lottery Financial Specialist class series. At this level the employee serves as the principal advisor to the Deputy Director of Finance & Administration on financial reporting and accounting system development; oversees the financial reporting activities of the West Virginia Lottery to include the agency Comprehensive Annual Financial Report (CAFR) and the monthly financial reporting in compliance with GAAP and GASB-AICPA pronouncements. Employee oversees the conduct of regular and special financial audits to include the annual financial audit, games drawing audit and the SAS 70 audits. Oversees the development of accounting systems and financial reporting training for Lottery employees.

**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.)

Directs and coordinates all accounting activity related to the preparation and execution of GAAP reporting in accordance with GASB-AICPA rules and pronouncements.

Oversees preparation of the agency Comprehensive Annual Financial Report (CAFR).

Interprets GAAP standards and pronouncements in unusual situations and advises Deputy

Director of difficult interpretations; recommends changes to agency financial reporting policies and procedures.

**LOTTERY FINANCIAL SPECIALIST 2 (CONT'D)**

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

- Supervises division accounting specialists and other staff in the compilation of accounting data necessary to prepare the agency monthly financial reports.
- Oversees the Great Plains General Ledger system and advises and trains staff on its use; coordinates training on internal control and financial reporting.
- Prepares financial statements footnotes and audit adjustments.
- Leads the preparation and review of Request For Proposals (RFP) for annual external audits.
- Leads project teams in the development of new financial systems and oversees training for WVFIMS, Great Plains and other accounting systems.
- Acts to control all GAAP-based theory and transaction reporting for the division.
- Performs other accounting-related administrative work to include review of weekly/daily racetrack revenue reports and weekly limited video lottery revenue reports; approves WVFIMS documents; performs analysis of daily online games revenue; reviews monthly bank reconciliation; assists in financial review of lottery license applications and reviews Capital Reinvestment requests from racetracks

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of generally accepted accounting principles.
- Knowledge of governmental accounting.
- Knowledge of financial reporting and testing standards.
- Knowledge of current authoritative guidance on footnote disclosure requirements for governmental accounting.
- Knowledge of computerized accounting systems.
- Ability to oversee the work of external public accounting firms work on the agency Comprehensive Annual Financial Report (CAFR).
- Ability to analyze and interpret GAAP standards and pronouncements to agency accounting and financial reporting systems and requirements.
- Ability to use applicable PC software.
- Ability to supervise the work of accounting professionals; ability to conduct technical review of complex accounting work papers.
- Ability to interpret and explain complex accounting standards and systems for professional and lay persons.
- Ability to maintain effective working relationships with co-workers, external auditors and accounting firms, state financial reporting officials and legislators.

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**LOTTERY FINANCIAL SPECIALIST 2 (CONT'D)**

**MINIMUM QUALIFICATIONS:**

**TRAINING:** Bachelor's degree from a regionally accredited four-year college or university with at least 24 semester hours in accounting. Preference may be shown to applicants with the CPA certification or a Master of Public Accountancy from a regionally accredited four-year college or university.

**EXPERIENCE:** Five years of full-time or equivalent part-time paid experience in preparing and reviewing GAAP-based financial statements or maintaining accounting systems which support the preparation of GAAP-based financial statements.

**SUBSTITUTION:** Master of Public Accountancy degree from a regionally accredited college or university may substitute for the required experience on a year-for-year basis. A CPA certification shall be considered equivalent to three years of the required experience.

Established: 3/19/09

Effective: 5/1/09