

JOB VACANCY NOTICE

Texas Lottery Commission
P.O. Box 16630, Austin, Texas 78761-6630
Telephone: (512) 344-5000

Accountant VII

Posting Number: 110108

Posting Date: 11/13/08

Closing Date: Open Until Filled

Salary: B15, \$53,294 - \$76,500/yr.

Number of Vacancies: 1 Full Time

FLSA Status: Exempt / Accountant VII (1024)

Division: Office of the Controller

Work Location Address: 611 East 6th Street, Austin, TX 78701

Refer to: Human Resources

Telephone: (512) 344-5333

Job Summary:

Performs highly advanced (senior-level) accounting work in the Office of the Controller of the Texas Lottery Commission (TLC). Work involves preparing and/or overseeing the preparation of financial analyses and associated Management, State and Federal Reports; planning, organizing, coordinating, and performing various financial processes; and establishing uniformity and effectiveness, maintaining accuracy of information. Performs analyses of fiscal activities and maintains accounting systems. Develops, creates, implements, and maintains policies and procedures and streamlines the processes as needed. May plan and assign the work of others. Works in a manner that exemplifies and supports the agency's core values of integrity, responsibility, innovation, fiscal accountability, customer responsiveness, teamwork, and excellence. Works under minimal direction with extensive latitude for the use of initiative and independent judgment. This position reports to the Financial Operations Manager.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Business Administration, or related field is required. (Experience in accounting, financial analysis, forecasting, budgeting, or other financial experience, in excess of the required four years, may be substituted for college on a year-for-year basis.)
- Four years work experience in accounting, financial analysis, forecasting, budgeting, or other financial experience is required.
- Experience with Uniform Statewide Accounting System (USAS) and/or automated accounting systems is required.
- Experience with personal computers and the use of word processing and spreadsheet software is required.
- Must be willing to work evenings, weekends, and holidays as workload may require.
- CPA or CIA is preferred.

Knowledge, Skills, and Abilities:

- Knowledge of financial analysis, budget control methods, fiscal accounting, governmental accounting, and policies and procedures, and laws and regulations pertaining to fiscal operations.
- Thorough knowledge of word processing and spreadsheet software applications (i.e., Word, Lotus or Excel), including preparing schedules, charts, and graphs.
- Strong organization skills with aptitude for detail.
- Ability to perform financial analysis; to interpret statutes; to analyze, evaluate, and summarize financial and management records for accuracy and conformance to procedures, policy, and rules.
- Ability to plan, assign, and/or coordinate the work of others.
- Ability to plan, organize, and direct accounting programs.
- Ability to budget funds.

- Ability to set up accounting systems.
- Ability to interpret laws and regulations
- Ability and to apply accounting theory.
- Ability to prepare clear and concise reports and correspondence regarding findings supported by detailed analysis.
- Ability to create and modify complex spreadsheets to accurately track various budgets, inventory controls, and other fiscal reports.
- Ability to work independently or in a team environment.
- Ability to communicate effectively, orally and in writing.
- Ability to meet and deal tactfully and effectively with others, both in person and on the telephone.
- Ability to handle multiple projects and meet demanding deadlines.

Physical and Mental Requirements:

- Must be able to sit or stand for extended periods of time, and operate standard office equipment and computer software.

Essential Job Functions:

- Plans, organizes, coordinates, and performs various fiscal functions to include accounting, forecasting, and financial reporting.
- Prepares and/or reviews Jackpot Estimations on a rotation basis for Mega Millions, Lotto Texas, and Texas Two Step.
- Prepares or assists in the preparation of fiscal notes and analysis of legislation.
- Develops goals and objectives for assigned responsibility area.
- Recommends and implements departmental accounting policies and procedures in accordance with statute and professional accepted standards.
- Serves as consultant, subject matter expert and support for various financial and accounting functions and systems of the Office of the Controller.
- Formulates and prepares financial analysis, projections, and reporting.
- Maintains the overall quality control of the accounting system and ensures the integrity of system processing and accounting records.
- Analyzes accounting business processes and processing systems and functions, recommending changes as necessary.
- Creates, develops, implements, and revises department policies and procedures.
- Analyzes and verifies financial documentation; and reviews various records, reports, applications, and contracts.
- Provides customer service to facilitate and resolve issues.
- Participates in workgroups in a teamwork effort to create more effective and efficient financial operations and train others as appropriate.
- May interact with agency administrators and staff, professional accountants, vendors, and financial officials on accounting and fiscal-related matters.
- May plan and assign the work of others.
- Performs related work and special projects as assigned by Management.

HOW TO APPLY:

Each position applied for must have a separate State of Texas Application for Employment submitted referencing the above position number and title by application deadline to:

Texas Lottery Commission
 Human Resources Department
 Post Office Box 16630
 Austin, Texas 78761-6630

This application may be obtained at the Lottery Headquarters, any Lottery Claim Center, or Texas Workforce Commission offices throughout the State. A completed State of Texas Employment application must be received in our Human Resources office or any Lottery Claim Center statewide by 5:00 p.m. on closing date.

Applications submitted via express or overnight delivery mail services should be mailed to the following address:

Texas Lottery Commission
Attention: Human Resources
611 East 6th Street
Austin, Texas 78701

Applicants are solely responsible for timely delivery of applications by the deadline.

Proud of Our Diversity - Committed to Equal Employment Opportunities

Applications are not accepted unless submitted for a particular position. Only applicants who are invited to interview for the position will be advised of the outcome of the selection process. Tele-conferencing or video-conferencing may be provided for distant interviewees. Selection for the position will be subject to an extensive criminal background investigation. In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office. The State Lottery Act contains provisions that set out causes for rejection if applicable. All positions serve at the will of the Executive Director. Job line information is 344-5333 in Austin. Long Distance callers may dial 1-800-395-JOBS (5627). Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.