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

Auditor I-III

Posting Number: 100117
Posting Date: 10/12/2017
Closing Date: Open Until Filled
Salary: B15 $32,976 - $42,511/yr., B17 $36,976 - $47,688/yr., B19 $42,244 - $55,602/yr.
Number of Vacancies: 2  Full Time
FLSA Status: Exempt - Auditor I (1042) / Auditor II (1044) / Auditor III (1046)
Division: Charitable Bingo
Work Location Address: 611 East 6th Street, Austin, TX 78701
Refer to: Human Resources
Telephone: (512) 344-5000

Applicants that previously applied for Posting Number 080717 will be considered and need not reapply.

Auditor I

Job Summary:
Performs entry-level bingo audit work. Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. 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 close supervision with minimal latitude for the use of initiative and independent judgment. Daily office activity and assignments coordinated by the Licensing and Accounting Manager. This position reports to the Licensing and Accounting Manager.

Minimum Qualifications:
• Graduation from an accredited four-year college or university with major course work in Accounting, Business Administration, or a related field is required. (Experience in accounting or auditing may substitute for college on a year-for-year basis.)
• Experience with personal computers, including word processing and spreadsheet software is required.
• Willingness to work irregular hours, weekends, holidays, and nights as workload may require.
• Willingness to travel up to 50% within the State is required.
• One year experience in accounting or auditing is preferred.
• Experience with databases is preferred.
• Certification as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or Certified Government Auditing Professional (CGAP) is preferred.

Knowledge, Skills, and Abilities:
• Knowledge of accounting methods and systems, of business practices, of generally accepted auditing standards and procedures, of legal contracts and business law, and of computer technology principles, terminology, programming, and automated systems.
• Knowledge and understanding the Bingo Enabling Act and Charitable Bingo Administrative Rules.
• Ability to compose clear and concise audit reports.
• Ability to gather and analyze accurate and relevant audit information.
• Ability to communicate effectively.
• Ability to interview client staff.
• Ability to evaluate documents for accuracy and legal conformance.
• Ability to gain an understanding of assembly of audit working papers.
• Ability to gain an understanding of the following Bingo database systems: BOSS and CAMP systems.

Physical and Mental Requirements:
• Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
• Ability and willingness to work in various environments, including premises licensed to conduct bingo.
• Ability to work with complex numerical detail for long periods of time.

Essential Job Functions:
Conducts inspections and audit assignments and engagements:
• Performs simple to routine audits and/or audits that are primarily small in scale to determine compliance with laws, rules, and regulations; CBOD Game Inspections (G), Site System Access Inspection (S) and Destryings (D).
• May assist in performing routine to moderately complex audits and/or audits that are primarily small to medium in scale to determine compliance with laws, rules, and regulations; CBOD Conductor Compliance Review (C), Financial Desk Review (F), Game Observation (O), Records Review (R), and Undercover Inspection/Investigation (U).
• May assist in performing complex audits or audits that are large in scale to determine compliance with laws, rules, and regulations; CBOD Limited Scope Review (L).
• May assist in conducting special investigations into questionable accounting practices or records; CBOD Complaints.
• Examines management operations, internal control systems and structures, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations; reports erroneous or questionable transactions.
• Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems controls.
• Reviews applicable laws, regulations, procedures, and financial and administrative controls.
• Completes assignments within budget hours and deadlines established.

Prepares working papers in accordance with professional standards, division policies, procedures and guidance:
• Obtains sufficient and appropriate evidence to provide a reasonable basis for audit findings and conclusions and supports audit objectives.
• Uses professional judgment to assist in determining the sufficiency and appropriateness of evidence, including interpreting, summarizing, or analyzing evidence and in reporting the results of the audit work.
• Prepares quality of evidence that encompasses the relevance, validity, and reliability of evidence used for addressing the audit objectives and supporting findings and conclusions.
• Prepares quantity of evidence to support the findings and conclusions related to audit objectives and audit procedures.
• May perform statistical random sampling of data.
• Organizes working paper documentation in consistent, orderly and complete format.
• Prepares audit working papers accurately and completely including appropriate information obtained and documented, correct spelling and grammar used.

Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes audit reports, written results of inspection and audit reviews conducted or work performed, oral presentations or briefings to management and/or the Commissioners, representing the Division to internal parties, and representing the agency to external parties.
• Prepares or assists in preparing inspection and audit reports of findings, outlines discrepancies, and recommends corrective actions.
• Prepares or assists in preparing complete audit reports that include audit objectives, scope, methodology, the audit results, including findings, conclusions and recommendations, as appropriate.
• Prepares or assists in preparing audit reports in a logical, organized format and information contained is supported by working papers and is accurate by facts including correct spelling, grammar and information obtained and documented.
• Succinctly and timely communicates status of projects and activities including any deviations from assignments and audit activities, and reports erroneous or questionable transactions.

Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the auditing profession and charitable bingo industry.

Conducts all work in accordance with professional standards, division policies, procedures and guidance and
maintains uniform, professional standards of audit work.

Testifies at administrative hearings and before courts of jurisdiction.

Provides assistance in the administration of the Division.
• May assist in the development of CBOD policy, procedures and assist in writing Rules as it relates to Bingo Operations conducted by licensed organization to improve internal controls in the industry.
• Prepares status reports, timesheets, and travel requests timely, accurately, and completely.

Performs related work or special assignments as assigned.

**Auditor II**

**Job Summary:**
Performs routine (journey-level) bingo audit work. Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. 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 moderate supervision with limited latitude for the use of initiative and independent judgment. Daily office activity and assignments coordinated by the Licensing and Accounting Manager. This position reports to the Licensing and Accounting Manager.

**Minimum Qualifications:**
• Graduation from an accredited four-year college or university with major course work in Accounting, Business Administration, or a related field is required. (Experience in accounting or auditing, in excess of the required one year, may substitute for college on a year-for-year basis.)
• One year experience in accounting or auditing is required. Two years experience is preferred.
• Experience with personal computers, including word processing and spreadsheet software is required.
• Experience with databases is preferred.
• Willingness to work irregular hours, weekends, holidays, and nights as workload may require.
• Willingness to travel up to 50% within the State is required.
• Certification as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or Certified Government Auditing Professional (CGAP) is preferred.

**Knowledge, Skills, and Abilities:**
• Knowledge of accounting methods and systems, of business practices, of generally accepted auditing standards and procedures, of legal contracts and business law, and of computer technology principles, terminology, programming, and automated systems.
• Knowledge and understanding the Bingo Enabling Act and Charitable Bingo Administrative Rules.
• Ability to compose clear and concise audit reports.
• Ability to gather and analyze accurate and relevant audit information.
• Ability to communicate effectively.
• Ability to interview client staff.
• Ability to evaluate documents for accuracy and legal conformance.
• Ability to gain an understanding of assembly of audit working papers.
• Ability to gain an understanding of the following Bingo database systems: ACBS and CAMP systems.

**Physical and Mental Requirements:**
• Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
• Ability and willingness to work in various environments, including premises licensed to conduct bingo.
• Ability to work with complex numerical detail for long periods of time.

**Essential Job Functions:**
Conducts inspections and audit assignments and engagements:
• Performs routine audits and/or audits that are primarily small or medium in scale to determine compliance with laws, rules, and regulations; CBOD Game Inspections (G) and Destoructions (D).
• Assists in performing routine to moderately complex audits and/or audits that are primarily small to medium in scale to determine compliance with laws, rules, and regulations; CBOD Conductor Compliance Review (C), Financial Desk Review (F), Game Observation (O), Records Review (R), and Undercover Inspection/Investigation (U).
• May assist in performing complex audits or audits that are large in scale to determine compliance with laws, rules, and regulations; CBOD Limited Scope Review (L).
• May assist in conducting special investigations into questionable accounting practices or records; CBOD Complaints.
• Examines and analyzes the management operations, internal control systems and structures, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations; reports erroneous or questionable transactions.
• Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems controls.
• Reviews applicable laws, regulations, procedures, and financial and administrative controls.
• Completes assignments within budget hours and deadlines established.
• May plan and organize audit activities and procedures.

Prepares working papers in accordance with professional standards, division policies, procedures and guidance:
• Obtains sufficient and appropriate evidence to provide a reasonable basis for audit findings and conclusions and supports audit objectives.
• Uses professional judgment to assist in determining the sufficiency and appropriateness of evidence, including interpreting, summarizing, or analyzing evidence and in reporting the results of the audit work.
• Prepares quality of evidence that encompasses the relevance, validity, and reliability of evidence used for addressing the audit objectives and supporting findings and conclusions.
• Prepares quantity of evidence to support the findings and conclusions related to audit objectives and audit procedures.
• May perform statistical random sampling of data.
• Organizes working paper documentation in consistent, orderly and complete format.
• Prepares audit working papers accurately and completely including appropriate information obtained and documented, correct spelling and grammar used.

Professionally and competently communicates (both verbally and in writing) with internal and external parties. Communication includes audit reports, written results of inspection and audit reviews conducted or work performed, oral presentations or briefings to management and/or the Commissioners, representing the Division to internal parties, and representing the agency to external parties.
• Prepares or assists in preparing inspection and audit reports of findings, outlines discrepancies, and recommends corrective actions.
• Prepares or assists in preparing complete audit reports that include audit objectives, scope, methodology, the audit results, including findings, conclusions and recommendations, as appropriate.
• Prepares or assists in preparing audit reports in a logical, organized format and information contained is supported by working papers and is accurate by facts including correct spelling, grammar and information obtained and documented.
• Succinctly and timely communicates status of projects and activities including any deviations from assignments and audit activities, and reports erroneous or questionable transactions.

Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the auditing profession and charitable bingo industry.

Conducts all work in accordance with professional standards, division policies, procedures and guidance and maintains uniform, professional standards of audit work.

Testifies at administrative hearings and before courts of jurisdiction.

Provides assistance in the administration of the Division.
• May assist in the development of CBOD policy, procedures and assist in writing Rules as it relates to Bingo Operations conducted by licensed organization to improve internal controls in the industry.
• Prepares status reports, timesheets, and travel requests timely, accurately, and completely.

Performs related work or special assignments as assigned.
Auditor III

Job Summary:
Performs moderately complex (journey-level) bingo audit work. Work involves examining, investigating, and reviewing records, reports, financial statements, information systems, and management practices to ensure legal compliance with state statutes and internal regulations; and conducting audits for program economy, efficiency, and effectiveness. Assists in the training and development of other auditors. May serve as the lead auditor of a bingo audit team. 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 general supervision with moderate latitude for the use of initiative and independent judgment. Daily office activity and assignments coordinated by the Licensing and Accounting Manager. This position reports to the Licensing and Accounting Manager.

Minimum Qualifications:
- Graduation from an accredited four-year college or university with major course work in Accounting, Business Administration, or a related field is required. (Experience in accounting or auditing, in excess of the required three years, may substitute for college on a year-for-year basis.)
- Three years experience in accounting or auditing is required.
- Experience with personal computers, including word processing and spreadsheet software is required.
- Experience with databases is required.
- Willingness to work irregular hours, weekends, holidays, and nights as workload may require.
- Willingness to travel up to 50% within the State is required. (Use of personal vehicle for work-related travel is required in compliance with State and Agency travel rules and procedures.)
- Must have a current driver’s license.
- Experience with the following Bingo database systems is preferred: BOSS and CAMP systems.
- Certification as a Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA) or Certified Government Auditing Professional (CGAP) is preferred.

Knowledge, Skills, and Abilities:
- Knowledge of accounting methods and systems, of business practices, of generally accepted auditing standards and procedures, of legal contracts and business law, and of computer technology principles, terminology, programming, and automated systems.
- Knowledge and understanding the Bingo Enabling Act and Charitable Bingo Administrative Rules.
- Ability to compose clear and concise audit reports.
- Ability to gather and analyze accurate and relevant audit information.
- Ability to communicate effectively.
- Ability to interview client staff.
- Ability to evaluate accounting and management operations systems for accuracy and legal conformance.
- Ability to accurately complete and assemble audit working papers
- Ability to train others.

Physical and Mental Requirements:
- Ability to sit or stand for extended periods of time, work under deadlines, and operate standard office equipment and computer software.
- Ability and willingness to work in various environments, including premises licensed to conduct bingo.
- Ability to work with complex numerical detail for long periods of time.

Essential Job Functions:
Conducts inspections and audit assignments and engagements:
- Performs routine audits and/or audits that are primarily small or medium in scale to determine compliance with laws, rules, and regulations; CBOD Game Inspections (G) and Destructions (D).
- Performs routine to moderately complex audits and/or audits that are primarily small to medium in scale to determine compliance with laws, rules, and regulations; CBOD Conductor Compliance Review (C), Financial Desk Review (F), Game Observation (O), Records Review (R), and Undercover Inspection/Investigation (U).
- May assist in performing complex audits or audits that are large in scale to determine compliance with laws, rules, and regulations; CBOD Limited Scope Review (L).
- Conducts special investigations into questionable accounting practices or records; CBOD Complaints.
- Examines and analyzes the management operations, internal control systems and structures, and accounting records for reliability, adequacy, accuracy, efficiency, and compliance with legal regulations.
• Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems controls.
• Reviews applicable laws, regulations, procedures, and financial and administrative controls.
• Completes assignments within budget hours and deadlines established.
• Plans and organizes audit activities and procedures.
• May serve as the lead auditor of an audit team.

**Prepares working papers in accordance with professional standards, division policies, procedures and guidance:**
• Obtains sufficient and appropriate evidence to provide a reasonable basis for audit findings and conclusions and supports audit objectives.
• Uses professional judgment to assist in determining the sufficiency and appropriateness of evidence, including interpreting, summarizing, or analyzing evidence and in reporting the results of the audit work.
• Prepares quality of evidence that encompasses the relevance, validity, and reliability of evidence used for addressing the audit objectives and supporting findings and conclusions.
• Prepares quantity of evidence to support the findings and conclusions related to audit objectives and audit procedures.
• Performs statistical and random sampling.
• Organizes working paper documentation in consistent, orderly and complete format.
• Prepares audit working papers accurately and completely including appropriate information obtained and documented, correct spelling and grammar used.

**Professionally and competently communicates (both verbally and in writing) with internal and external parties.** Communication includes audit reports, written results of inspection and audit reviews conducted or work performed, oral presentations or briefings to management and/or the Commissioners, representing the Division to internal parties, and representing the agency to external parties.
• Prepares inspection and audit reports of findings, outlines discrepancies, and recommends corrective actions.
• Prepares complete audit reports that include audit objectives, scope, methodology, the audit results, including findings, conclusions and recommendations, as appropriate.
• Prepares audit reports in a logical, organized format and information contained is supported by working papers and is accurate by facts including correct spelling, grammar and information obtained and documented.
• Succinctly and timely communicates status of projects and activities including any deviations from assignments and audit activities, and reports erroneous or questionable transactions.

**Stays abreast of changes and developments in the environment that may impact the operations of the Commission and of changes and developments in the auditing profession and charitable bingo industry.**

**Conducts all work in accordance with professional standards, division policies, procedures and guidance and maintains uniform, professional standards of audit work.**

**Testifies at administrative hearings and before courts of jurisdiction.**

**Assists junior Division staff.**

**Provides assistance in the administration of the Division.**
• May develop CBOD policy, procedures and write and recommend Rules as it relates to Bingo Operations conducted by licensed organization to improve internal controls in the industry.
• Prepares status reports, timesheets, and travel requests timely, accurately and completely.

**Performs related work or special assignments as assigned.**

**RELATED MILITARY OCCUPATIONAL SPECIALITY CODES:**

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.
Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

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. of the closing date stated on the job posting.

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

Applications may also be submitted electronically through the Texas Workforce Commission's workintexas.com online system by 11:59 p.m. of the closing date stated on the job posting. When a job opening is posted open until filled, it is best to apply as soon as possible, as the posting may close or be placed on-hold at any time with or without prior notification. Applications will NOT be accepted via fax or email.

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. Resumes will not be accepted in lieu of the State of Texas application. 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 1-800-375-6886. Persons with a disability needing special services should call 512-344-5000 three (3) days in advance so that appropriate arrangements can be made.

E-Verify
This employer participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.