Job Bulletin

WEST VIRGINIA
Division of Personnel
1900 Kanawha Blvd. East, Building 3 Suite 500
Charleston, WV 25305

http://www.personnel.wv.gov

invites applications for the position of:
Lottery Accounting Specialist 2

An Equal Opportunity Employer

**SALARY:**
$2,726.83 - $5,044.58 Monthly
$32,722.00 - $60,535.00 Annually

**DEPARTMENT:**
Revenue - Lottery Commission

**OPENING DATE:**
06/21/22

**CLOSING DATE:**
06/30/22 11:59 PM

**NATURE OF WORK:**

LOT2022S10
Position # 0705P00108
Position will be located in Jefferson County

This position will be located at Charles Town Racetrack. Under general supervision of an audit supervisor. Conducts field audits, examines documentation, evaluates internal accounting control systems, performs reconciliations and for table games, sports wagering, and interactive wagering, monitors cash counts, and other work as required.

Act as contact person at the racetrack to coordinate communication with Lottery headquarters. Answer player questions and complaints: disseminate information at the racetrack to the public about regulatory matters and games rules. Attend meetings and training sessions as requested.

All work will be done using Microsoft Excel and Word. Duties will be performed at the assigned racetrack. May be required to work various schedules.

Applicants are subject to an extensive background investigation by the WV Lottery Security Division. No person shall be appointed, employed, or continue to serve in any position or employment with the commission who has been convicted of any violation of the Lottery law or any felony. The commission shall remove or discharge any person so convicted.

**EXAMPLES OF WORK:**

(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.)

- Analyzes, interprets and records all financial data from the sale of instant lottery tickets; analyzes and interprets the financial file interface for the online gaming system and adjusts data to the General Ledger.
- Summarizes and enters weekly totals for online games electronic funds transfers (EFT's) adjustments, lottery sales and payouts into Great Plains accounting system and reconciles online games accounts receivables.
- Balances weekly instant and online games EFT files and transfers files to Treasurer's Office for distribution to retailers' accounts; controls the revenue stream from retailers' to state lottery accounts.
- Prepares retailers' accounts receivables and weekly accounting records.

https://agency.govemenjjobs.com/wv/default.cfm?action=jobbulletin&JobID=35988888
- Ensures that gaming revenue and related taxes are properly reported and remitted by the gaming facility to the West Virginia Lottery; verifies accuracy of the Master Games Report on a daily basis.
- Ensures compliance with the gaming facility's internal control system and the Minimum Internal Control Standards adopted by the West Virginia Lottery.
- Ensures the integrity of table games played at the gaming facilities.
- Analyzes video lottery central computer data in order to make daily adjustments to ensure the accuracy of revenue reporting of the statewide limited video lottery and racetrack video lottery programs.
- Performs routine field audits and forensic auditing of machine irregularities.

Knowledge, Skills and Abilities
- Knowledge of generally accepted professional accounting and auditing principles and practices.
- Knowledge of principles, practices, methods and techniques of government accounting.
- Knowledge of computerized accounting systems.
- Skill in the use of a personal computer in the area of database applications.
- Skill in the use of a calculator.
- Ability to compile, analyze and prepare reports and statements of financial data.
- Ability to analyze and interpret accounting records.
- Ability to adapt and apply established accounting methods to a variety of accounting transactions.
- Ability to communicate effectively, orally and in writing.
- Ability to maintain effective working relationships with co-workers, gaming industry officials and employees and lottery retailers.

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: Three years of full-time or equivalent part-time paid professional experience in accounting or auditing.

Substitution: (1) Certification or registration as a public accountant in West Virginia may substitute for the required training and two years of the required experience. (2) Graduate study from an accredited four-year college or university may substitute for the required experience on a year-for-year basis.

OTHER INFORMATION:

PG: 15  $32,722 - $60,535
Market Rate: $53,336
Special Hiring Rate:
$53,014.00 - Department of Revenue (DOR) - Lottery Commission (SPB 3008)

APPLICATIONS MAY BE FILED ONLINE AT:  
http://www.personnel.wv.gov
1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov