



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: 07/22/22

CLOSING DATE: 07/31/22 11:59 PM

NATURE OF WORK:

LOT2022S14
 Position # 0705P00062
 Located in Hancock County

This position will be located at Mountaineer 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 at the full performance. 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.

Effective July 30, 2022 - PG: 15 - \$35,994.00 - \$66,589.00

EXAMPLES OF WORK:

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)

Email applications to: Kristi.e.whitley@wv.gov

Mail applications to:

WV Lottery

PO Box 2067

Charleston, WV 25327

Attn: Kristi Whitley

Please add posting number LOT2022S14 to applications

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

Position #LOT2022S14
LOTTERY ACCOUNTING SPECIALIST 2
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