

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.			Agency Number	
CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> <b>XX EXISTING POSITION</b>				
<b>Part 1 - Items 1 through 12 to be completed by department head or personnel office.</b>				
1. Agency Name <b>Kansas Lottery</b>	9. Position No. <b>K0226348</b>	10. Budget Program Number		
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) <b>Deputy Director of Finance</b> <b>FLSA: Exempt</b>		
3. Division <b>Finance</b>		12. Proposed Class Title		
4. Section	For	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works) City <b>Topeka</b> County <b>Shawnee</b>		By	15. By	Approved
7. (circle appropriate time) <b>Full time XX Perm. 100%</b> Inter. Part time            Temp.			16. Audit Date:                            By: Date:                            By:	
8. Regular hours of work: (circle appropriate time) FROM: <b>8:00 AM/PM</b> To: 5:00 AM/PM		Office	17. Audit Date:                            By: Date:                            By:	

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Position Number  
K0226348

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Matthew Schwartz</b>	<b>Director of Finance</b>	<b>K0222747</b>

  

Who evaluates the work of an incumbent in this position?

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
<b>Matthew Schwartz</b>	<b>Director of Finance</b>	<b>K0222747</b>

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

**Receives general supervision in the performance of assigned work and is expected to perform within guidelines established by the Kansas Lottery Commission. Instructions are given verbally and in writing and incumbent is expected to carry out assignments independently.**

**This is a professional accounting position responsible for the supervision of the Accounting operation for the state lottery. Work includes assisting and advising the Director of Finance on all accounting related matters of the accounting section.**

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	E = designates essential duties of the position M = designates marginal duties of the position
<b>1. 30% E</b>	<b>Reports and Gaming Fund Transfers:</b> Responsible for consulting with the Director of Finance on all fiscal matters concerning accounting for the state lottery. This is accomplished through daily contact with the Director of Finance, and by submitting reports prepared for the Director of Finance's review, approval and presentation as may be required. Also, calculates and submits to Division of Accounts & Reports all required monthly gaming transfers. Handles issues that arise with Accounts & Reports. Sets up new user profiles, changes and deactivates existing profiles. Maintains Finance website.
<b>2. 20%E</b>	<b>Fiscal Accounting Management and Oversight:</b> Directs and participates in the planning, developing, and maintaining of the fiscal accounting operation for the state lottery. Ensure that procedures comply with the State of Kansas regulations and Kansas Lottery procedures, providing technical knowledge on Governmental and GAAP Basis Accounting.
<b>3. 20% E</b>	<b>Financial Reports Preparation and Review:</b> Works with Director of Finance on the compilation and presentation of the annual audited financial statements by converting the state's cash system to the required accrual basis following generally accepted accounting principles. This includes coordinating and monitoring the activities of the external financial and compliance auditors.
<b>4. 10% E</b>	<b>Tax Reporting Coordination and Oversight:</b> Coordinate and prepare the W-2G's for prize winners and 1099's for lottery retailers following IRS and State of Kansas rules and regulations. Computes prize values of all non-monetary prizes awarded from existing games and special drawings.
<b>5. 15% E</b>	<b>Supervisory Oversight:</b> Plans, assigns and evaluates the work of subordinate staff to include reviewing accounting reports submitted by accounting staff for completeness, accuracy and content. Trains and/or oversees training and cross training of present and new professional employees in the accounting section.
<b>6. 5% E</b>	<b>Backup and Other Duties:</b> Processes daily casino adjustments in the absence of casino bookkeeper. Provides backup for daily deposits in the absence of accounts receivable clerk. Develop various reports, Summaries, and financial records through the use of PC software such as Excel, Access, and the mainframe financial system. Participates in agency and department meetings and training activities. Assists in the absence of other department support staff. Periodically reconciles casino bank statements. Completes other duties as assigned.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title	Position Number
Accountant	K0226340
Accountant	K0222630
Accountant	K0226339
Office Assistant	K0216890
Administrative Specialist	K0228159

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- (XX) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

**Position is responsible for all operations of the Fund Accounting Section. Consequences are inefficiency and interruption of work flow.**

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

**Supervisor and other agency staff. State Budget Division, Account and Reports Division, and outside businesses for providing and receiving accounting related information.**

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25. What hazards, risks or discomforts exist on the job or in the work environment?

**Standard office environment.**

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

**PC and related software – daily**  
**Fax, Copy, Scanning – machine – daily**

**Telephone – daily**  
**Calculator - daily**

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**PART III - To be completed by the department head or personnel office**

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

**Bachelor's Degree in Accounting preferred.**  
**Certified Public Accountant preferred.**

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Education or Training - Special or professional

**Two years of experience professional accounting/auditing and/or education in accounting/auditing.**

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License, certificates and registrations

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Special knowledge, skills and abilities

**Analytical skills.**

**Ability to prioritize and meet deadlines.**

**Customer oriented, both internal and external.**

**Adaptable to change.**

**Strong communication skills, both verbal and written.**

**Knowledge of generally accepted accounting principles (GAAP), practices and standards.**

**Knowledge of governmental accounting and fiscal administration preferred.**

**Knowledge of the principles and techniques of supervision preferred.**

**Ability to plan and direct a program of accounting and fiscal services and controls.**

**Ability to analyze and interpret financial report information and to take the appropriate corrective action.**

**Ability to evaluate and modify accounting systems, procedures, records and controls.**

**Ability to use personal computers and application software.**

**Knowledge of budget and procurement practices and procedures.**

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Experience - Length in years and kind

**Two years of experience in professional accounting work and business management.**  
**Two years of experience in accounting and fiscal operations preferred.**  
**One year of supervisory or administrative experience preferred.**

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28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

- **Must pass a security background clearance prior to hire and is subject to periodic updates.**
- **Subject to tax clearance upon hire and is subject to periodic updates.**
- **Employees of the Kansas Lottery and designated family and household members are subject to the provisions of the Kansas Lottery Act, K.S.A. 74-8701 et seq., and the Kansas Expanded Lottery Act, K.S.A. 74-8733 et seq.**
- **Must complete Form I-9 upon hire and update and/or re-verify as required.**
- **By law, any person who holds or has held a license with the Kansas Racing and Gaming Commission may not be employed by the Kansas Lottery within five years after last holding such license.**

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date