

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.

CHECK ONE: NEW POSITION EXISTING POSITION

Agency
Number

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Kansas Lottery		9. Position No. K0222747	10. Budget Program Number		450
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Director of Finance (Unc Non FTE)		
3. Division Finance			12. Proposed Class Title		
4. Section	For Use By Personnel Office	13. Allocation			Position Number K0222747
5. Unit		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time XX Perm. 100% Inter. Part time Temp.		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM		17. Audit Date: By: Date: By:			

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.)

Name	Title	Position Number
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Stephen Durrell	Executive Director	K0120583
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Stephen Durrell	Executive Director	K0120583
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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.

Employee has extensive latitude to carryout responsibilities and authority to make decisions that affect program responsibilities, initiatives, and resources. The employee uses independent judgment in determining program needs and prioritizing work. Assignments are self initiated and outcomes-based and are often generated based on such things as program knowledge and expertise, agency needs and direction. Assignments may be given by the executive director or other agency directors in response to mandates and/or periodic requests for information, etc. Work activities must flex to address agency and staff needs. Employee is responsible for results achieved. Work is reviewed via outcomes and impact on agency, staff and others.

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	Position is responsible to plan, organize and direct the activities of the Finance Department. The Lottery is a revenue generating organization that has tens of thousands of accounts receivable and payable transactions each year. Payables transcend the payment of routine operating expenses and balancing expenditures against allocated funds. Funds must be generated through ticket sales and our retailer network and deposited to ensure the monthly transfers to the Gaming Revenue Fund and winner and retailer payments. Before payments can be made to retailers and winners, retailer compliance to ADA requirements must be verified and verification that a winner is not in the state set-off program must be completed. Federal tax transfers must be made within 3 days of processing a \$5,000 or over winner claim and 1099s must be issued annually to retailers and W2-Gs must be issued to winners annually. Finance Department is also responsible for the collection of payments due from retailers. The Lottery is subject to several annual outside audits. This position is responsible to ensure that all financial transactions -- routine agency payments, winner claims, retailer payments and billings -- are completed timely and within established procedures and standards.
1. 40%	<p><u>Management of Department's Accounting and Budgeting Functions and Lottery Claims Center and Processes</u> Manages, oversees and directs all accounting and budgeting functions of the Kansas Lottery to include planning, organization, development, and maintenance of accounting operations related to ticket sales; retailer charges and payments; winner payments; state owned casino charges and payments including sports wagering; and agency operational budget development, presentation, and maintenance. Implements audit controls to ensure compliance with state and federal statutes, regulations, etc. Supervises, oversees, and directs fiscal staff via subordinate supervisors, and through direct daily contact, to assure effective and efficient operations and with other state budget and accounting personnel and retailers. Serves on senior leadership team. Provides fiscal guidance. Reviews policies and procedures drafted by other departments and ensure compatibility with fiscal policies and overall operations of the Lottery. Makes recommendations for changes. Ensures that priorities and timelines meet agency needs and are adjusted, as needed. Develops and/or oversees the development of fiscal program policies and procedures to support program initiatives and goals. Interprets statutes, regulations, and federal laws; ensures program compliance and determines impact on Lottery operations. Analyzes fiscal operations and procedures; modifies to ensure maximum efficiency. Oversees and/or develops fiscal policies and procedures. Ensures state fiscal regulations and procedures are incorporated into processes. Disseminate new and/or modified policies and procedures to senior staff members and Lottery staff and/or oversees dissemination by others. Monitors legislative actions, statute, regulation, and program changes, determines applicability to fiscal operations and incorporate as needed. Ensures agency compliance with federal and state laws, policies, and regulations. Review new and modified policies related to Lottery departments and program functions and overall operation of the Lottery. Provides written and verbal suggestions and recommendations. Manages and directs claim center operations and related activities and staff.</p>
2. 25%	<p><u>Budget and Accounting Operations and Finance Department Operations</u> Communicates with various department directors and staff to ascertain current and projected budgetary needs, disseminate operational budget allocations, and provide on-going status reports related to operational budget expenditures in comparison to approved allocations. Review financial statements - compare to previous year; look for trends/patterns; analyze current liabilities to current asset ratio and determine cash flow pattern. Prepares Weekly Accounting Status Report for Executive Director and others to apprise of cash flow patterns, status of financial soundness. Develops budget projections for new program activities and prepares fiscal notes. Completes final approval action on agency expenditures from purchase requests, as well as all Lottery in-state and out-of-state travel vouchers. Ensure daily sweeps of casino activities and traditional and expanded lottery transfers to the states are completed timely and accurately.</p>
3. 25%	<p><u>Consultation/Advise and Special Projects:</u> Serves on agency senior leadership team; solicits input on various programs and initiatives; provides input on other department programs and initiatives. Provides consultation and advice to the executive director and department directors on matters related to fiscal programs. Assesses fiscal department operations and resource needs and implements, and/or oversees implementation of changes as needed. Works on special projects primarily involved with, but not limited to, the budget and/or accounting functions. Prepare Management, Discussion and Analysis document for submission with contracted Annual Legislative Post Audit Report. Complete all credit applications. Approve all sales tax exemptions certificates. Attends meetings as required by the Executive Director or those that are necessary to perform the duties of the position. The meetings consist of executive, management, commission, legislative and special meetings. Legislative meetings involve both the House and Senate sub and full committees. Coordinate activities related to outside audit commissioned by Legislative Post Audit.</p>
4. 5%	<p><u>Oversight and Administration of Non-Sufficient Funds Function & Daily Reconciliation of Sales Reports</u> Maintains, monitors, and oversees the administration of the non-sufficient funds (NSF) rejects function of the lottery including contact with and collection of deficit funds from retailers. If monies cannot be readily collected from retailers via negotiation or persuasion, assigns delinquent accounts to a collection agency and the State Set Off Program when necessary. Reviews daily sales GTECH and Lottery sales reports to insure the GTECH sales reports balance with the Lottery's IT sales reports. Reconcile discrepancies in collaboration with other Lottery departments and GTECH.</p>
5. 5%	<p><u>Other Duties</u> Attends meetings and participates in training and encourages development of program staff. Conduct studies related to program initiatives. Conducts other duties as assigned in collaboration with others or on own.</p>

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

- **Four (4) year degree with major course work in Accounting, Finance, or Business Administration required.**
- **Master’s degree in business administration, finance, or accounting preferred.**

Education or Training - Special or professional

License, certificates and registrations

Certified Public Accountant (CPA) designation preferred.

Special knowledge, skills and abilities

- **Demonstrated knowledge of Government Accounting Standards and related principles and practices and ability to readily apply.**
- **Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP) and ability to readily apply.**
- **Demonstrated knowledge of auditing principles and practices and ability to readily apply.**
- **Demonstrated knowledge of government budgeting process and ability to readily apply.**

Experience - Length in years and kind

Four (4) years experience in accounting and fiscal operations, including two (2) years of supervisory or administrative experience.

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 be able to pass extensive background prior to hire and periodic updates.**
- **Subject to tax clearance upon hire and periodic updates.**
- **Employees of the Kansas Lottery and designated family members are subject to the provisions of the Kansas Lottery Act, 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 require.**
- **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.**

Signature of Employee _____

Date _____

Signature of Personnel Official _____

Date _____

Approved:

Signature of Supervisor _____

Date _____

Signature of Agency Head or _____

Appointing Authority

Date _____