



Job Announcement CONTROLLER /ACCOUNTANT MANAGER III

This recruitment is for the Maryland State Lottery Agency. The resulting list of eligibles will be used to fill this position/function only. Persons interested in future vacancies in Accountant Manager III classification will need to reapply.

LOCATION: 1800 Washington Blvd.
Baltimore, MD 21230

STARTING SALARY: \$55,419 - \$88,976 (Grade 21)
(Temporary Salary Reduction through 6/30/2011)

ISSUED: August 19, 2010

CLOSING DATE: September 7, 2010

NATURE OF WORK: The main purpose of this position is to manage and oversee the day-to-day operations of the Accounting and Finance Department of the Maryland State Lottery Agency which is comprised of three units: Accounting, Accounts Receivable, and Finance (AFO).

POSITION DUTIES: The AFO unit is responsible for the agency's general ledger which facilitates the preparation of monthly special-purpose financial statements, year-end statements in accordance with generally accepted accounting principles (GAAP) and comprehensive annual financial report (CAFR): disbursements of vendor payments and payroll; disbursement, reconciliation and/or reporting of prize payments and associated taxes; collection, deposit and reconciliation of agent payments/transfers; deposit and reconciliation of subscription cash receipts and agent adjustments. This position is responsible for planning, controlling, and directing all functions of the AFO Department to ensure the appropriateness and propriety of operations. This function ensures the revenues/income transferred to the State Comptroller is accurate and thereby positively impacts the Maryland economy. This position is also responsible for managing and overseeing the collection, deposit, and reconciliation of Video Lottery Terminal (VLT) facility payments in accordance with applicable law, recognition of VLT activity in the agency's general ledger and the maintenance of VLT asset records.

GENERAL REQUIREMENTS:

Education: Bachelor's degree in Accounting from an accredited college or university or a bachelor's degree with 30 credit hours in accounting and related courses, including or supplemented by 3 credit hours in auditing.

Experience: Five years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles.

Preferred Qualifications:

Possession of an active CPA license.

Experience in preparing financial statements utilizing Microsoft Dynamics SL

Notes: Applicants who have met the requirements for admission to the CPA examination prior to July 1, 1974 will be considered to have met the educational requirement referenced above.

APPLICATION PROCEDURES: Applicants **must complete** a State of Maryland MS-100 application and send it to the address below. You may include your resume: however your resume cannot be substituted for a completed application. **To be considered, applications must be received by the closing date.** Please include the title of the position for which you are applying, as well as the announcement number on your state application (MS-100). Applications may be obtained from the Maryland State Lottery Agency's Human Resources Division or by visiting the DBM website: www.dbm.maryland.gov. **Applicants will be rated based on their description of job duties and responsibilities. Applicants should be thorough in completing this requirement.**

QUALIFICATION: You must possess the minimum qualifications to be considered for this position. If you are scheduled to complete an educational or licensing requirement within six months of the assessment, you may participate in the examination process. Permanent State employees may also complete necessary experience within six months of the

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dates of the assessment. However, such candidates will not appear on eligibility list until documentation has been received that the educational and experience requirement have been met. Credit may be given to relevant part-time, temporary, or volunteer experience if you list the number of hours worked per week. All information used to determine your qualifications must be received by the closing date. Therefore, be sure that you accurately and thoroughly complete the application.

SELECTION PROCESS AND ASSESSMENT: Please make sure that you provide sufficient information on your application (and on separate pages, if necessary) to show that you meet the qualifications of this recruitment. All information concerning your qualifications must be submitted by the closing date. We will not consider information submitted after this date. Successful candidates will be ranked as Best Qualified, Better Qualified, or Qualified and placed on the employment (eligible) list for at least one year.

The assessment may consist of a rating of your education, training and experience related to the requirements of the position. You may be required to complete a qualifications supplement, or the rating may be based on your application. Therefore, it is important that you provide completed and accurate information on your application. You must report all experience and education that is related to this position.

Applications must be completed and submitted no later than Tuesday, September 7, 2010 to:

**Yvonne Clark-Drayton, Human Resources Officer II
Maryland State Lottery Agency
1800 Washington Blvd., Suite 330
Baltimore, MD 21230**