

# Oklahoma Lottery Commission



Open Position / Department: Accounting Technician (Accounting)

Reports to: Comptroller

## **Position Detail:**

This position is assigned responsibilities involving professional level work in the maintenance, analysis, interpretation and management of financial accounting data. This includes the preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, and preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, analyzing budget requirements, preparing payroll data, allocation of funds to various accounts or functions, and other similar activities.

## **Tasks and Duties:**

Participates and coordinates in the execution of the following activities including but not limited to...

- General ledger, cash management, fixed asset accounting, bank reconciliations, journal entries
- Accounts receivable and debt collection
- Payroll coordination, expense report coordination
- EFT sweeps, chargeback analysis, collections & payment plans and any weekly adjustments or final accounting.
- Accounts payable, financial reporting, audits and disclosures
- Annual tax reporting to include all 1099 and W2G processing.
- PCARD administration
- Budget development and stewardship
- Performs other related duties as assigned

**Supervisory Responsibilities:** n/a

## **Background Requirements:**

Preferred Education and/or Experience:

- Bachelor's degree in Business Administration, Accounting, or a closely related field; with at least four (4) years' experience in accounting or auditing
- Preference may be given to applicants who are a registered Certified Public Accountant (CPA).
- Preference may be given to applicants who are experienced in the State's information management systems or have knowledge of governmental accounting standards

Computer Literacy: Proficiency in standard desktop applications to include all Microsoft Office products.

Knowledge, Skills and Abilities: Required at this level include knowledge of generally accepted accounting principles and theories; of financial statements and reports; of accounting ledgers and journals; and of computer technology related to accounting systems. Ability is required to prepare basic financial statements and reports; to review and analyze financial information; and to maintain routine accounting data in appropriate ledgers and journals.

**Other Considerations:**

Conflict of Interest: All Oklahoma Lottery Commission employees are prohibited from having a financial interest in any vendor doing business or proposing to do business with the Commission.

Background Investigation: A background investigation and credit analysis will be conducted on each applicant who has reached the final selection process prior to employment by the Commission. The results of a background investigation shall be classified as confidential and not subject to an Open Records request.