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# OKLAHOMA LOTTERY COMMISSION

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## Job Description

### Comptroller

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<i>Department/Division:</i>	<u>Accounting</u>
<i>Reports To:</i>	<u>Director of Marketing &amp; Administration</u>
<i>Date Adopted:</i>	<u>08/22/2018</u>

#### ***PART I: DESCRIPTION OF POSITION***

**Position Purpose:** This position is assigned responsibilities as a financial officer of the Oklahoma Lottery Commission and is responsible for the administration of a comprehensive accounting and management control program.

**Principal Activities:** The principal activities include the following:

- Plans, develops, organizes, implements and directs all activities associated with the finance and accounting function of the Commission including the general ledger, cash and investment management, accounts receivable and debt collection, fixed asset accounting, accounts payable, financial reporting and disclosure.
- Establishes and directs various complex accounting systems; establishes and coordinates comprehensive cost accounting and investment programs.
- Ensures that Commission financial controls are revised as necessary based on all applicable audit findings.
- Plans, develops and coordinates the implementation of policies and procedures directed at improving the overall management of designated fiscal support activities.
- Develops fiscal controls, both internally and externally with vendors, and monitors fiscal activities for compliance with internal accounting and financial policies, generally accepted accounting practices, Financial Accounting Standards Board (FASB) rules and state laws and regulations.
- Directs the assembly, classification and presentation of financial data and reports for management's consideration and decisions.
- Designs and directs comprehensive accounting, investment reporting, and verification systems to assist management in discharging their duties in the most effective and efficient manner.
- Conducts research studies and prepares papers and other reports for management relating to improved fiscal and investment practices and budgetary control.
- Advises the Executive Director and Director of Marketing & Administration on appropriate courses of action in the system finance area, including systems development and operations, general financial matters, budgeting issues, purchasing and procurement matters, proposed revisions to Lottery rules, regulations and practices, and revenue collection procedures.

- Reviews billing relationship with key vendors to ensure the Commission is being billed appropriately for services provided by the vendors.
- Oversees preparation and administration of the Lottery fiscal year budget as approved by the Board of Trustees, including planning, forecasting and compliance.
- Reviews cash flow and position; directs monetary transfers; evaluates the transactions between the Lottery and financial institutions, the IRS, the State of Oklahoma, prize winners, retailers, vendors, suppliers, employees, and other parties having a financial relationship with the lottery wherein transactions are involved.
- Performs other related duties as assigned.

**Supervisory Responsibilities:** The Comptroller is responsible for the overall direction, coordination, and evaluation of Comptroller staff including, but not limited to, assigning duties and responsibilities, and recommending compensation and corrective discipline. Manages the daily operation of the Comptroller function. Carries out all supervisory responsibilities in accordance with Commission policies and applicable state and federal laws.

**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. They may not participate in any decision involving a retailer with whom they have a financial interest. If they leave employment with the Commission, they may not represent any vendor or lottery retailer before the Commission for a period of two (2) years following termination of employment with the Commission.

**Background Investigation:** Oklahoma Statutes require that a background investigation be conducted on each applicant who has reached the final selection process prior to employment by the Commission at the level of division director and above and at any level within any division of security and as otherwise required by the board of trustees of the Oklahoma Lottery Commission. The Commission shall pay for the actual cost of the investigations. The results of a background investigation shall not be considered a record open to the public pursuant to the Oklahoma Open Records Act. The Commission is prohibited from employing any person who has been convicted of any felony or a misdemeanor involving illegal gambling or involving moral turpitude, or any person who is awaiting sentencing on a plea of guilt or nolo contendere to such a felony or misdemeanor.

## ***PART II: KNOWLEDGE AND BACKGROUND REQUIREMENTS***

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Some travel may be required. May require that employee has a valid driver's license and personal auto insurance.

**Preferred Education and/or Experience:** Bachelor's degree in Business Administration, Accounting, or a closely related field; with eight 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.

**Language Skills:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management and/or the public.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Literacy:** Proficiency in standard desktop applications and specialized analytical software. Knowledge of various types of hardware and communications/office equipment.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, climb, or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distant vision, depth perception, and ability to adjust focus.

**Work Environment:** The work environment of characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, or public/private vehicles, for example, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.