



Job Announcement: 11-4552-901
ACCOUNTANT SUPERVISOR II

This recruitment is for the Maryland State Lottery Agency. The resulting eligible list will be used to fill this position/function only, and will be in effect for at least one year. Persons interested in future vacancies in the Accountant Supervisor II classification will need to reapply.

LOCATION: 1800 Washington Blvd.
Baltimore, MD 21230

STARTING SALARY: \$45,675 - \$73,300 (Grade 18)
(Temporary Salary Reduction through 6/30/2011)

ISSUED: February 8, 2011

CLOSING DATE: **February 22, 2011**

NATURE OF WORK: The main purpose of this position is to manage and oversee the day-to-day operations of the Video Lottery Terminal (VLT) activity that occurs in VLT facilities, prepare VLT manufacturer billings for leased VLT machines, calculate and prepare invoices for submission to various entities for the cost of licensing background investigations, maintain VLT fixed asset inventory records to ensure all VLTs owned by the State are accounted for, capitalized and properly depreciated.

POSITION DUTIES:

Responsible for the daily calculation of the proceeds and fees due from each VLT facility. Verifies that all funds due are remitted in a timely manner. Contacts the VLT facilities on a daily basis to advise them of the amounts due to the State. Prepares the necessary paperwork to send to the Comptroller's Office to reimburse the facilities for their share of the VLT proceeds.

Prepares daily reconciliations between the VLT facilities in house systems and the Lottery's Central Computer System and investigates and resolves any discrepancies. These reconciliations include reviewing VLT meter information, processing adjustments and maintaining subsidiary schedules as needed.

Analyzes the accounting transactions daily to ensure the proper information is transferred from the Central Computer System into the general ledger. Oversees and assists when necessary with the maintenance of the automated general ledger. These entries represent the final outcome that supports the balances reported in the Lottery's financial statements.

Calculates the distribution of proceeds to the various funds as defined by the law and prepares the required paperwork to make the distributions. Prepares the monthly press release for each facility related to this information.

On a monthly basis reviews the gross terminal revenue by VLT to determine amounts due to machine manufacturers.

GENERAL REQUIREMENTS:

Education: A bachelor's degree in Accounting from an accredited college or university, including or supplemented by three credit hours in auditing.

Experience: Five years of experience examining, analyzing and interpreting accounting systems, records and reports by applying generally accepted accounting principles to include three years performing advanced duties in the areas of cost accounting, systems accounting, federal fund accounting, or bond and loan accounting.

- Notes:**
1. 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.
 2. Candidates may substitute a Bachelor's degree from an accredited college or university with thirty credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing, for the required education.
 3. Possession of a certificate as a CPA or master's degree in accounting from an accredited college or university may be substituted for one year of the required general accounting experience.
 4. Applicants may substitute one year of professional auditing experience for one year of the required general experience.

Preferred: Applicants should be skilled in the use of spreadsheet software and data base applications.

APPLICATION PROCEDURES: Applicants **must complete** a State of Maryland MS-100 application which may be obtained from the Maryland State Lottery Agency's Human Resources Division or by visiting the DBM website: www.dbm.maryland.gov, and send it to the address below.

ALL APPLICATIONS MUST BE RECEIVED BY TUESDAY, FEBRUARY 22, 2011.

Send to: Yvonne Clark-Drayton, Human Resources Officer
Montgomery Park Business Center
Maryland State Lottery Agency
1800 Washington Boulevard, Suite 330
Baltimore, Maryland 21230