

# Job Posting Preview

**Requisition ID:** 36000385-51188363-20091119164228

**Agency:** LOT - Lottery

**Working Title:** FINANCIAL SPECIALIST

**Broadband Class Level:** FINANCIAL SPECIALIST

**Position Number:** 36000385

**Pay Grade/Pay Band:** 31016

**Job Classification:** Lottery Exempt

**Activation Date:** 11/20/2009

**Broadband/Class Code:** 314316

**Closing Date:** 12/4/2009

**Location:** TALLAHASSEE

**County:** Leon County

**Annual Salary Range:** \$30,185.76 - \$52,173.24

**Announcement Type:** Open Competitive

**Facility:**

**Category:** Economics and Accounting

**Synopsis:** LOT – FINANCIAL SPECIALIST – TALLAHASSEE – LEON COUNTY

**ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF ASSISTANCE IS NEEDED TO APPLY FOR THIS POSITION, OR IF YOU REQUIRE AN ACCOMODATION BECAUSE OF A DISABILITY IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CALL THE PEOPLE FIRST SERVICE CENTER AT 1-877-562-7287. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 904-636-2627. IF AN APPLICATION IS FAXED, YOU MUST CALL THE PEOPLE FIRST SERVICE CENTER TO RESPOND TO THE QUALIFYING QUESTIONS BEFORE THE POSITION ADVERTISEMENT CLOSING DATE. RESPONSES TO THE QUALIFYING QUESTIONS ARE REQUIRED TO BE CONSIDERED FOR THIS POSITION. ANSWERS TO THE QUALIFYING QUESTIONS MUST BE VERIFIABLE BASED ON YOUR SUBMITTED APPLICATION.**

**THE STATE OF FLORIDA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. PURSUANT TO CHAPTER 295 FLORIDA STATUTES, VETERANS AND SPOUSES OF VETERANS MAY RECEIVE PREFERENCE IN EMPLOYMENT AND ARE ENCOURAGED TO APPLY.**

***WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS.***

## **General Description**

Positions allocated to this class require the use of independent judgment while performing technical, analytical and customer service functions within an area of financial services, such as Claims Processing, Cash and Receivables Management, or General Accounting.

**Examples of Work Performed** (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Provides customer service to internal and external customers.

Responds to inquiries and prepares correspondence to players, retailers and/or district staff.

Interprets Lottery policies and procedure as they relate to specific job duties and responsibilities.

Analyzes and prepares accounts for financial review, in accordance with state statutes and prescribed procedures.

Prepares and completes daily cash analysis and transactions for data entry.

Performs input of daily transactions in online systems, including wire transfers.

Records revenue.

Maintains effective processes and procedures for ensuring the accurate recording of retailer EFT bank accounts, and monitors the collection process of returned EFTs.

Prepares deposits for delivery to banks.

Reconciles change/redemption accounts and accounts being collected through the Department of Financial Services.

Maintains various tracking systems relating to financial services.

Compiles statistical data to provide analyses and reports.

Validates and pays claims/tickets ensuring compliance with established rules, policies and procedures.

Reviews and verifies state owed debt claims that are validated in the Prize Payment System.

Process claims to Security for investigation.

Audits claims paid by District and Headquarters employees to ensure compliance with rules, policies and procedures.

Reconciles accounts relating to prize payments, and prepares and maintains prize payment claim files.

Assists in promotional draws.

Reviews and analyzes pending claims, and initiates management review as needed.

Assists in training other employees.

Disburses warrants.

**Knowledge, Skills, and Abilities** (Note: Additional knowledge, skills, and abilities may be applicable for individual positions.)

-Knowledge of customer service techniques

-Knowledge of general accounting practices, bookkeeping practices and basic business administration

-Knowledge of office procedures and practices

-Knowledge of Word, Excel and ACCESS

-Knowledge and understanding of the Prompt Payment Law, Section 215-422, Florida Statutes

-Ability to prepare and maintain a variety of accounting records.

-Ability to plan, organize and coordinate work assignments

-Ability to analyze, research, report and interpret accounting data.

-Ability to read and interpret procedures and technical manuals

-Ability to manage information of a confidential or proprietary nature

-Ability to provide effective written and verbal business communications

-Ability to effectively utilize internal integrated office equipment and automated systems

-Ability to work independently, and to solve problems and make decisions.

-Ability to establish and maintain effective business working relationships with others.

-Ability to follow and perform activities as requested per written and verbal communication.

### **Minimum Qualifications**

Three (3) years of professional accounting experience that includes the handling of financial records that may result in the generation of financial statements. –Or-

Five (5) years of non-professional experience in the areas of accounting, bookkeeping, payables, receivables or combinations thereof. –Or-

An Associates degree from an accredited college or university and one year of related business or customer service experience. –Or-

A Bachelor's degree from an accredited college or university with a major in business, finance, public administration or a related field of study, and no professional experience required.