

DESCRIPTION: Under administrative direction, administers the accounting, budgeting, computer systems and procurement areas of the Lottery Division. Plans, organizes, coordinates, directs, controls and evaluates the division's finance and systems functions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a single position class responsible for all accounting and finance activities for the Department of Revenue, Lottery Division.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, formulates and/or modifies administrative practices for the Finance and Systems Sections of the Lottery Division to promote equitable management of human, financial, and other resources.

Directs implementation of administrative and accounting control systems to obtain the necessary information and financial data required in the decision making, budgeting, procurement and planning processes.

Confers with and advises management to exchange information on and/or explain agency objectives and policy to identify the characteristics and impact of work problems and formulate solutions.

Coordinates the implementation of computerization, electronic fund transfers, accounting, research and finance areas with the marketing and security areas where there are overlapping relationships. Evaluates and determines disposition of new and/or revised rules or procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure each proposal responds to agency needs and is consistent with state and/or federal laws.

Controls and coordinates the direction of the finance and systems functions over long-range planning periods to meet Nebraska State Lottery goals, to ensure adherence to executive directions, state and federal laws, and regulations and to maximize the integration and delivery of services.

Evaluates the performance of section management staff by measuring results against established goals.

Supervises management staff assigned to finance and systems functions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: principles and practices of administration including planning, organizing, staffing, budgeting and controlling; personnel management practices; principles and techniques of computer systems design and analysis, electronic fund transfer procedures and requirements, the application of computer systems in multiple-site organizations; the principles of accounting, finance and budgeting; generally accepted accounting and auditing practices.

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Ability to: effectively communicate with administration, staff and contract personnel; motivate, coordinate and direct the work of professional staff; assess the effectiveness and correctness of management programs; develop and evaluate proposals of administrative action for solving operational and technical problems; interact with and gain the cooperation of managers, other employees and the public to maintain effective working relationships; achieve objectives and adhere to standards; plan and prioritize work.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in accounting, finance, statistics, economics, business administration, or related field and five years of progressively responsible professional accounting experience such as managing accounting systems, and which includes leading and/or supervising others who perform professional level accounting functions; experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).