

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. FINCALTAF43N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency BUREAU OF STATE LOTTERY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Michigan State Lottery
4. Civil Service Position Code Description Financial Analyst-A	10. Division Administration
5. Working Title (What the agency calls the position) Financial Gaming System Analyst	11. Section Financial Gaming Services
6. Name and Position Code Description of Direct Supervisor GARDNER, MATTHEW T; STATE ADMINISTRATIVE MANAGER-1	12. Unit
7. Name and Position Code Description of Second Level Supervisor TIEMANN, NATALIA M; STATE DIVISION ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 101 E HILLSDALE ST; LANSING, MI 48933 / M-F 7:45-4:45

14. General Summary of Function/Purpose of Position

This position serves as the recognized resource providing ongoing oversight, monitoring, analysis, and evaluation of the financial subset of the large complex gaming system reconciliations. This position serves as the liaison and recognized resource for the maintenance of complex inventory and financial reporting generated by the Lottery retailer gaming system and web-based portal application, including oversight of Lottery chain accounts, Airport Authority program, and cashless program. This position works closely with Sales division management to oversee financial aspects of the Lottery retailer sales and incentive related programs. In addition, this position is responsible for review and approval of closed instant game analysis, processing of monthly annuity installments, as well as backup duties as assigned. An in-depth knowledge of Lottery processes and procedures for these specialized areas along with complete understanding and knowledge of the complex retailer-based gaming system is required.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 55

Recognized resource providing ongoing oversight, monitoring, analysis, and evaluation of the financial subset of the large complex gaming system. Serves as a liaison and recognized resource for the maintenance of complex inventory and financial reporting generated by the Lottery retailer gaming system and web-based portal application, including oversight of Lottery chain accounts, Airport Authority program, and cashless equipment program.

Individual tasks related to the duty:

- Review and evaluate daily and weekly financial data from vendor gaming system identifying system defects and problems and recommending solutions for balancing all financial transactions.
- Review and approve daily reconciliations, weekly retailer and cashless settlements completed by Financial Accountant. Work closely with Financial Accountant to research discrepancies and determine appropriate plans of action and resolution. This requires detailed knowledge and understanding of complex vendor gaming systems as well as interpreting bureau policies and procedures.
- Review and approve daily and weekly retailer account adjustments processed by Collections Technician and Financial Gaming Accountant; work with the analyst and accountant to research and analyze adjustment discrepancies and determine appropriate action to be taken. Identify system deficiencies or issues and work with Gaming Control and gaming vendor on resolutions.
- Track and monitor cashless transactions and fees compiling and analyzing data and reporting to management to assist in program evaluation and aid in decision making. Oversight of Lottery's cashless transactions, including daily and weekly reconciliations to ensure accurate reporting and processing. Review and approval of weekly gaming vendor settlements and fund transfer completed by Financial Accountant.
- Approve weekly retailer settlement file to be released to JP Morgan Chase for the disbursement and collection of estimated weekly retailer settlements for over 10,000 Lottery retailers.
- Maintain an in-depth knowledge of Lottery processes and procedures along with complete understanding and knowledge of the complex retailer-based gaming system and related subsystems.
- Bureau liaison for Lottery chains, retailers, Airport Authority and lottery personnel in relation to accounting information, vendor gaming system processes, retailer web portal, airport reporting and adjustments, and financial reporting.
- Respond to inquiries from Lottery Retailer Chain Headquarters and Chain Accounting/Finance Departments regarding accounting and financial reporting issues for chain accounts; provide chain reports, assist with review of weekly settlement questions, instant ticket inventory, cashless transactions, adjustments, sales and commissions and other accounting issues.
- Analyze inventory issues regarding partial returns, mis burst packs, stolen tickets, etc. Approve returned inventory to ensure compliance with Lottery policies and procedures.
- Maintain customized reports for chains yearly, monthly and weekly account balancing to ensure accuracy and completeness. Work with gaming vendor to resolve report issues or modifications. Identify, analyze, and recommend chain report improvements for sales, inventory, adjustment and commissions.
- Formulate policies and procedures for retailer-based financial programs.

Duty 2

General Summary:

Percentage: 20

Monitor daily regional and Lottery Central prize payments issued through traditional and iLottery gaming systems. Prepares the daily tax deposit requests to Treasury to make our required deposit with the Internal Revenue Service. Ensure prize payment reports are complete and accurate.

Individual tasks related to the duty:

- Provide assistance with the reconciliation of daily balancing of claims paid to winners through the check writer process using numerous reports and spreadsheets.
- Review and evaluate system reports, initiate corrections to data processed from regional and/or bank activity, review and approve release of SIGMA interface files created by the Lottery IT operations team.
- Assist Accounting Payables Technician to determine causes of failed interface records and determine appropriate plans of action and resolution.
- Prepare daily journal entries to record prizes and withholdings and enter in Lottery's accounting system (Great Plains) to keep in sync with the State's accounting system (SIGMA).
- Prepare and initiate tax deposit on a daily basis for monies withheld from claims paid. Ensuing tax deposits are made accurately and timely.
- Research and analyze errors and discrepancies, making any necessary corrections in accordance with Lottery and Treasury procedures. Provide complete and accurate reporting.

Duty 3

General Summary:

Percentage: 15

Coordinate and work closely with Sales division management to oversee financial aspects of the Lottery retailer sales and incentive related programs.

Individual tasks related to the duty:

- Review and analyze gaming system generated reports for retailer incentive commissions program. This includes balancing sales, commissions, validations, adjustments, net due, and wagers for both online, printed product and cashless activity.
- Validate and approve retailer online, printed product, and cashless incentive commission adjustments on a quarterly basis.

- Track and monitor retailer printed product inventory for excessive returns and adjust retailer accounts as necessary. Work with sales management team and District Sales Representatives to ensure retailer adherence to Lottery incentive policies. Respond to inquiries on incentive commission adjustments.
- Analyze and compile inventory data and reporting to management to assist in program evaluation and aid in decision making in relation to credit limits and settlement terms.

Duty 4

General Summary:

Percentage: 10

Analyze and approve destruction of expired and closed instant games, provide back up and perform other duties as needed.

Individual tasks related to the duty:

- Review and approve instant game closure reconciliations prepared by Financial Analyst E. Analyze financial and inventory data to ensure the vendor gaming and financial accounting systems properly reflect all game activity. Ensure proper inventory counts and amounts and that all game activities are accounted for properly.
- Coordinate instant games closure process in the gaming and back-office systems with Lottery Administration, Lottery Security and gaming vendor.
- Provide approval of destruction of tickets and direct gaming system vendor to purge and/or archive closed instant game data.
- Work with Financial Analyst and gaming vendor to resolve any discrepancies.
- Process monthly annuity prize payments according to the procedures. Review annuity payment reports generated in vendor gaming system accuracy and completeness. Communicate any discrepancies to vendor for resolution.
- Provide daily phone support for the department. Respond to retailers, banks, and player inquiries. Assist Lottery regional office staff with system errors, claims and payments issues, and other inquiries. Assist District Sales Representatives with retailer account-related inquiries.
- Research duplicate players in the Aurora gaming system and merge accordingly, relaying potential issues to Lottery payment specialist to ensure regional adherence to agency procedures.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Daily decision making requires expertise and unique extensive knowledge of the duties described above to ensure decisions are made in accordance with Lottery policies, directives, and administrative rules. Decisions in the analysis and evaluation of transactions performed within multiple complex gaming and accounting systems ensure accuracy and completeness of data.

17. Describe the types of decisions that require the supervisor's review.

Issues that are extremely sensitive or which require compliance considerations. Decisions where goals and/or objectives require interpretation. Issues that are unusual and complex and require further review and direction. Adjustments to retailer incentive payments due to excessive inventory returns, monthly annuity payments, interpretation and application of applicant credit criteria and improper interpretation may result in an applicant's license being denied, incorrect posting of bond, or applicant being licensed in error.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position is in a standard office environment. A significant amount of time is spent utilizing a computer and telephone. Utilization of numerous complex computer systems are required to manage these duties.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |

N Approve time and attendance.

N Provide guidance on work methods.

N Orally reprimand.

N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

This position is properly described in the preceding pages.

23. What are the essential functions of this position?

Serve as a recognized resource providing ongoing oversight, monitoring, analysis, and evaluation of the financial subset of the large complex gaming system reconciliations. This position serves as the liaison and recognized resource for the maintenance of complex inventory and financial reporting generated by the Lottery retailer gaming system and web-based portal application, including oversight of Lottery chain accounts, Airport Authority program, and cashless program. This position works closely with Sales division management to oversee financial aspects of the Lottery retailer sales and incentive related programs. In addition, this position is responsible for review and approval of closed instant game analysis, processing of monthly annuity installments, as well as backup duties as assigned. An in-depth knowledge of Lottery processes and procedures for these specialized areas along with complete understanding and knowledge of the complex retailer-based gaming system is required.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The Financial Gaming Services Unit is responsible for all accounting and financial functions for the Michigan Lottery; preparation of monthly fully accrued financial reporting to the Legislature; liaison with DTMB, Office of Financial Management, implementation of SIGMA; coordination of semi-annual independent CPA audits; financial liaison with over 10,000 licensed retailers, adherence to IRS reporting and depositing regulation; other standard accounting functions such as payables, receivables and cash receipting.

This position is providing ongoing oversight, monitoring, analysis, and evaluation of the financial subset of the large complex gaming system reconciliations. This position is the liaison and recognized resource for the maintenance of complex inventory and financial reporting generated by the Lottery retailer gaming system and web-based portal application, including oversight of Lottery chain accounts, Airport Authority program, and cashless program. This position works closely with Sales division management to oversee financial aspects of the Lottery retailer sales and incentive related programs. In addition, this position is responsible for review and approval of closed instant game analysis, processing of monthly annuity installments, as well as backup duties as assigned. An in-depth knowledge of Lottery processes and procedures for these specialized areas along with complete understanding and knowledge of the complex retailer-based gaming system is required.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major with at least 12 semester (18 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Analyst 12

Three years of professional experience providing a systematic review, analysis, interpretation, and/or evaluation of budgets, mortgages, loans, or other financial data, equivalent to a Financial Analyst, including one year equivalent to a Financial Analyst P11, Accountant P11, or Auditor P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices of economics and public finance.
- Knowledge of financial data sources including periodicals, manuals and reports.
- Knowledge of financial management principles and practices.

- Extensive knowledge of complex automated server-based systems.
- Ability to collect and organize vast amounts of financial data and analyze financial records.
- Ability to quickly assimilate a variety of oral and written data, analyze facts and draw conclusions.
- Ability to collect and interpret information, apply criteria, and make recommendations.
- Ability to maintain records and prepare reports and correspondence related to work.
- Ability to communicate effectively, both written and verbally.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date