

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

Position Code 1. FINCALTED79N

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-E	10. Division Administration
5. Working Title (What the agency calls the position) Financial Gaming Services 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 will review, analyze and balance daily and weekly reconciliation of the Lottery Enterprise Series Gaming System, which is pertinent to the overall integrity of the Lottery. This includes reconciling and authorizing the weekly sales and commission transactions associated with the gaming system, analysis of retailers' financial adjustments and final billings. This position is responsible for preparing reconciliations for Instant, Pull-tab, and Insta-tab game closures before ticket inventory is authorized to be destroyed, review/approve credit reviews for licensing new retailers and calculate and process Retailer Online, Printed Product and Cashless Incentives. This position balances gaming system, and ICS reports the regional check writer for prizes paid to winners through our ES gaming system across six regional offices including prizes paid at Lottery Central. The position will balance our prize offsets; federal and state taxes withheld and prepare daily entries in to record these transactions in the general ledger and prepare for review. This position will assist with processes related to the Lottery Retailer Website, Retailer Chain Reports, the Airport Authority Adjustment and Reporting Process. This position reviews and submits monthly annuity installment payments to be paid by ACH and Treasury warrant. This position reconciles all debt checks performed in the Bridge application and matches all prizes paid daily to ensure the confidentiality of sensitive information is not being breached. Additionally, this position is responsible for issuing prize payments out of ES & iLottery gaming systems and performs backup duties as assigned.

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: 20**

Responsible for the reconciliation of daily and weekly lottery sales and wager transactions, validation activity associated with the IGT gaming system. This includes preparing for review the Great Plains Journal Entry (JE21) which posts to the general accounting ledger.

Individual tasks related to the duty:

- Review and analyze computer generated reports from several systems both daily and weekly to reconcile our vendor's gaming system to our internal gaming system for all lottery transactions. This includes identifying and analyzing defects and problems and recommending solutions for balancing sales, commissions, validations, adjustments, net due, and wagers for both online and instant activity.
- Research discrepancies requiring detailed knowledge and understanding of several systems as well as interpreting bureau policies and procedures to determine proper action to be taken.
- Responsible for the preparation of detailed documentation, utilizing spreadsheets, to account for sales, commissions and amounts collected from 11,000 retailers weekly.
- Review, analyze and approve reconciling adjustments processed by other bureau staff; research and analyze adjustment discrepancies and determine action to be taken. Identify problems and properly report system problems timely.
- Follow up on all non-EFT transactions in conjunction with the accounts receivable technician.
- Approve weekly settlement data and release to JP Morgan Chase and Department of Treasury for the disbursement and collections of estimated weekly retailer settlements of \$22 million.

Duty 2**General Summary:****Percentage: 20**

Balance the daily regional and Lottery Central check writer for prizes paid via check to winners through six regional offices using both the ES and Neosphere gaming system reports and spreadsheets. This also includes preparing the daily tax deposit request to Treasury to make our required deposit with the Internal Revenue Service.

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. The system is used to pay approximately 60,000 prizes won annually. It is also the source used for the required Internal Revenue Service reporting and tax depositing.
- Review system reports, initiate corrections to data processed from regional and/or bank activity, review and approve release of Sigma interface.
- Prepare daily journal entries to record prize and withholding 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 daily for monies withheld from claims paid. Ensuing tax deposits are made accurately and timely.
- Research and correct errors in accordance with Lottery and Treasury procedures.
- Research discrepancies and determine appropriate action to be taken. Provide complete and accurate reporting.

Duty 3**General Summary:****Percentage: 20**

Calculate and process Retailer Online, Printed Product, and Cashless Incentives on a quarterly basis.

Individual tasks related to the duty:

- Review and analyze computer generated reports for Retailer Online, Printed Product, and Cashless Incentives. This includes balancing sales, commissions, validations, adjustments, net due, and wagers for both online, printed product and cashless activity.
- Research discrepancies within complex systems, as well as interpreting bureau policies and procedures to determine proper action to be taken.
- Prepare detailed documentation, utilizing spreadsheets, to account for Retailer Online, Printed Product and Cashless Incentives.
- Properly report system problems timely.
- Prepare written correspondence to retailers when appropriate.

Duty 4**General Summary:****Percentage: 10**

Review and analyze credit evaluations for new retailers to determine credit strength and status.

Individual tasks related to the duty:

- Review and analyze retailer's personal and business, TransUnion credit histories.
- Review public debt, bankruptcy, and negative credit items that would pose a financial risk to the bureau.

- Apply bureau policies and procedures to new credit evaluations.
- Analyze backup documentation to recommend licensure, licensure with bond, or denial of license, based on evaluation.
- Verify bond amount calculation if bond is required.
- Substantiate and provide support of recommendations to retailers and management in retailer appeal cases.

Duty 5

General Summary:

Percentage: 5

Analyze instant game closures.

Individual tasks related to the duty:

- Analyze and reconcile financial and inventory data to ensure the gaming and financial accounting systems properly reflect all game activity.
- Coordinate the various actions and processes to close instant games in the gaming and back-office systems.

Duty 6

General Summary:

Percentage: 10

Provide gaming system financial adjustments.

Individual tasks related to the duty:

- Review, analyze and approve retailer financial adjustments and determine proper adjustment amount for discrepancies within the two gaming systems, the accounts receivable system, with retailers and other bureau staff.
- Review and approve associated backup for financial adjustments to lottery retailers within the gaming system.
- Prepare written correspondence to retailers when appropriate.
- Analyze adjustment trends and patterns to identify potential system defects and policy issues.

Duty 7

General Summary:

Percentage: 5

Provide oversight of gaming system financial adjustments.

Individual tasks related to the duty:

- Analyze and reconcile financial and inventory data to insure the gaming and financial accounting systems properly reflect all game activity.
- Coordinate the various actions and processes to close instant games in the gaming and back-office systems.
- Direct vendor GTECH to purge and/or archive closed instant game data.
- Identify and recommend for implementation process improvements involving the gaming system vendor, instant ticket production vendor, lottery, and/or retailers.

Duty 8

General Summary:

Percentage: 5

Provide other duties as assigned by management including but not limited to preparing daily cash receipt deposit, assist regional staff with questions, review duplicate players in the ES gaming system and merge them on a semiannual basis, set up chain retailers with reports and provide customer service and answer questions from chains, reset Bridge passwords, and processing prize payments from the ES and Neosphere gaming systems.

Individual tasks related to the duty:

- Prepare daily cash deposit for approval.
- Provide regional customer service support to regional staff.
- Review duplicate players in the ES gaming system and merge semiannually.
- Set up Chain retailers with report and provide customer support for chain retailer questions.
- Reset Bridge Passwords in a backup capacity.
- Process Prize payments in the ES and iLottery gaming systems.

Duty 9

General Summary:

Percentage: 5

Prepare monthly annuity prize payments to be processed after the 5th day of each month.

Individual tasks related to the duty:

- Review annuity payment reports from the ES gaming system for annuity recipient addresses, prize payment amount, and federal/state tax amounts are correct for each annuitant.
- For each annuitant that request an ACH deposit to their bank account, review bank routing and account information and prepare a debt check for review.
- Summarize annuity Treasury and ACH annuity payments and submit for approval via email.
- Review Production control reports to ensure Treasury annuity warrants and all annuity related offsets and taxes are on the interface to Sigma.

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 learning and gaining knowledge on the duties described above to ensure decisions are made in accordance with Lottery policies, directives and administrative rules.

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

- Review of daily and weekly gaming and EFT balancing.
- Release of weekly EFT for approximately 11,000 retailers.
- Review of daily check-writer balancing.
- Monthly annuity payments
- Interpretation and application of applicant credit criteria. 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):

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|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

Yes.

23. What are the essential functions of this position?

The essential duties of this position are the monitoring, analysis, and evaluation of the financial subset of the large complex gaming system reconciliations. Analyze accounting records using reports and several complex systems. Performing liaison duties for retailers and lottery personnel regarding aspects of the gaming system by communicating both orally and in writing. Identifying problems is mandatory. Short, as well as long-term solutions must be recommended and implemented as soon as possible. This system is continually being revised and expanded. The position must understand the gaming environment, lottery rules and procedures as well as functionality of a large online system. Ability to work independently as well as with others. Attendance is an essential duty of this position.

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 all administrative, budget, gaming and accounting functions within the Bureau; preparation of monthly fully accrued financial reporting to Legislature; liaison with DTMB Office of Financial

Management; coordination of quarterly independent CPA audits; all financial gaming processes, payment processes, collections, and security administration for the Lottery.

This position has responsibility for the review, analysis and balancing of the daily and weekly reconciliation of the Lottery Gaming System, which is pertinent to the overall integrity of Lottery. This includes reconciling and authorizing the weekly sales transactions associated with the gaming system, analysis of retailers' financial adjustments and final billings which has a direct, financial impact for all 11,000 Lottery retailers. This system generates an average weekly electronic funds settlement of \$22 million. In addition, this position is responsible for instant game closures, reviewing/approving credit reviews for licensing new retailers; calculating and processing Retailer Online, Printed Product and Cashless Incentives. Also, balancing the daily regional and Lottery Central check-writer for prize claims paid to winners through our ES system. Utilization of numerous complex computer systems is required to manage these duties.

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 24 semester (36 term) credits in one or a combination of the following: accounting, finance, or economics.

EXPERIENCE:

Financial Analyst 9

No specific type or amount is required.

Financial Analyst 10

One year 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 9, Accountant 9, or Auditor 9.

Financial Analyst P11

Two 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 10, Accountant 10, or Auditor 10.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of personal computers, Word, Excel and Access. Knowledge of automated server based systems. Strong verbal and written communication skills. Ability to work within a non-standard work area with limited guidance/supervision. Ability to work well with other employees and take direction. Considerable knowledge concerning the ability to collect and organize accounting data and analyze financial records. Ability to communicate effectively, both written and verbal, with both state personnel and the public while maintaining favorable public relations. Self-motivated with an ability to make decisions, take appropriate actions and the ability to efficiently utilize microcomputer software.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Michigan State Lottery is required to fingerprint all employees who have access to federal databases information in accordance with IRS Publication 1075, Safeguards for Protecting Federal Tax Returns and Return Information. Employees in this position must pass background check through Indentigo fingerprinting process.

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.

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