

<p>MASSACHUSETTS STATE LOTTERY COMMISSION JOB DESCRIPTION</p>

Title: **Assistant Executive Director/Finance/Chief
Financial Officer**

Department:	Finance
Supervision Received:	Executive Director
Supervision Exercised:	Controller Director of Revenue Budget Director Manager, Claims/Validation
Grade:	Non-Union
Salary:	\$105, 000 - \$125,000.00

JOB SUMMARY:

The Chief Financial Officer (CFO) administers all of the fiscal-related functions for the Massachusetts State Lottery Commission (Commission) in accordance with the provisions of the State Lottery Law, Chapter 10, Sections 22-40 of the Massachusetts General Laws and Rules and Regulations made thereunder. The CFO is responsible for overseeing and reviewing all fiscal management, budget, procurement and other financial actions and ensuring that all policies, programs and procedures are in compliance with state and federal laws, regulations and guidelines. These programs are in the areas of accounting, revenue operations, fiscal operations, operating and capital budget. In an effort to meet the Commission's goals and objectives, the CFO must address a multitude of challenges and problems in order to be successful in the position. Specifically, the CFO must: (1) meet the fiscal needs of the Commission; (2) provide financial strategies, planning and development of fiscal policies for the Commission; (3) set clear objectives for the Finance Department; (4) ensure that capital projects are appropriately funded and reflected in the financial reporting systems of the State Accounting System; (5) ensure that audit issues are effectively dealt with; and (6) stay abreast of relevant complex laws, rules and regulations that directly affect the Commissions policies and practices.

ESSENTIAL FUNCTIONS:

- Planning, directing, controlling and evaluating the functions of budget, fiscal management and procurement.

- Formulates recommendations on major strategic management, fiscal policy and technical decisions for final decision by the Executive Director and the Commission.
- Development of an employee-oriented culture that emphasizes quality, continuous improvement, key employee retention and development, and high performance
- Directly manage Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Procurement, and Reconciliation areas of the Lottery Commission.
- Oversee the maintenance and preparation of the Lottery Commission's Financial Records and reports, which may be produced weekly, monthly, quarterly and annually.
- Prepares and monitors annual budget, spending and revenue for the Lottery Commission.
- Supervise the annual update and monitoring of internal controls.
- Develop innovative, efficient, and effective management strategies for administering financial and support functions necessary to accomplish the overall mission and goals of the Lottery Commission.
- Work with internal and external auditors to improve controls and the management of the Finance Department.
- Advise and inform the Executive Director relative to the status of financial matters of the Lottery Commission.
- Act as the primary contact and liaison between the Lottery Commission and the House and Senate Ways & Means Committees, Executive Office of Administration & Finance, State Comptroller, and State Auditor.
- Participates as a trustee to the Health and Welfare fund pertaining to the SEIU Local 888 vision and dental plan.
- Applies Performance Appraisals to subordinate personnel.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree, with advanced studies in Accounting, Finance, Management and/or Law.
- Knowledge of the principles and practices of management, including planning, organizing, directing, motivating, controlling, and decision making.
- Knowledge of the principles, practices and procedures of public finance administration.
- Thorough knowledge of state finance law, commonwealth rules, regulations, and procedures in the areas of budgetary and financial control of the Commonwealth and the Lottery Commission.
- Thorough knowledge of the principles of accounting, cost accounting, banking practices, financial modeling and other data processing methods.
- Ability to analyze and determine the applicability of financial data, to draw conclusions and make appropriate recommendations to upper management.
- Thorough knowledge of state accounting, budgeting, and personnel procedures.
- Practical experience and knowledge of the principles and best practices of motivating and retaining a productive workforce.
- Knowledge of the principles, practices and techniques of supervisions and employee relations.
- Knowledge of the techniques of conducting performance evaluations.

- Ability to write clear correspondence.
- Ability to plan, organize, and direct the work of subordinates performing a variety of administrative functions.
- Ability to develop effective administrative policies and procedures.
- Considerable ability in dealing with agencies within state government, municipal and town government, banks, small business owners and other private institutions which deal or will be dealing with the Lottery Commission.
- Ability to direct, supervise, and coordinate the activities of key personnel engaged in administering a state commission engaged in a profit oriented business activity.
- Experience communicating effectively with upper levels of management
- Experience managing in a union environment
- Excellent management skills
- Excellent written, verbal and interpersonal communication skills