

Job Posting Preview

Requisition ID: 36000289-51189296-20100901100026
Working Title: GAMES ADMINISTRATION ANALYST
Broadband Class Level: GAMES ADMINISTRATION ANALYST
Broadband/Class Code: 314306
Position Number: 36000639
Annual Salary Range: \$33,681.00 - \$58,734.36
Announcement Type: Open Competitive
Facility:
Pay Grade/Pay Band: 31018

Closing Date: 9/16/2010

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

Applicants must be willing to work variable shifts which can include weekends and holidays.

Shift is four 10-hr days: Tuesday & Friday 7 A.M. - 6 P.M., Wednesday & Saturday 1:30 P.M. – 12:30 A.M.

This position is eligible for a 5% shift differential.

General Description

Positions allocated to this class perform accounting, analytical, and customer service functions maintaining and interpreting a wide variety of complex accounting and inventory records.

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.)

Interfaces with the online gaming system performing draw control functions of a time sensitive nature.

Monitors inventories at various status intervals to ensure the accuracy of the consigned inventory on a perpetual basis. Gathers statistical data and performs the necessary research and analysis. Initiates corrective action with the appropriate district office or by contacting the retailer directly.

Performs multi-report system balancing routines daily to ensure the accuracy and completeness of inventory and financial information. Researches, analyzes, and initiates corrective actions to resolve discrepancies as necessary.

Prepares and sends weekly sales and inventory reports to assigned corporate chain accounts. Provides additional reporting services as required.

Assists retailers with instant game accounting needs by responding to inquiries regarding inventory and settlement reconciliation. Researches, analyzes discrepancies, and recommends to the appropriate district office methods for correction or adjustment in accordance with established procedures.

Initiates retailer action requests and conducts follow up with the online vendor to ensure action request is completed. Maintains information for future retrieval and statistical analysis.

Provides assistance to district office staff with retailer status changes, processing inactivations, changes of ownerships and suspensions within the gaming system GUI (graphical user interface).

Assists players by responding to questions related to prize payment and validation, winning numbers, and the sale of Lottery tickets.

Performs an end of game reconciliation for all instant games.

Performs full and partial book return status changes in the gaming system upon written request from the district office or the instant ticket distribution center.

Establishes and maintains historical files for all misprinted online ticket adjustment and instant ticket adjustment requests received from retailers.

Performs as primary record keeper of promotional book/ticket requests, event authorizations, and resulting promotional book status changes (activations) in the gaming system.

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

Working knowledge of automated inventory systems and database systems.

Broad knowledge of effective customer service practices.

Broad knowledge of accounting practices.

Knowledge of effective business communication.

Knowledge of office procedures and practices.

Knowledge and understanding of the Prompt Payment Law, Section 215.422, Florida Statutes, as it applies to vendor invoices and employee reimbursement

Ability to effectively use the internal integrated office automation systems and equipment.

Ability to use effective problem solving techniques.

Ability to plan, organize and coordinate work assignments.

Ability to participate on a Quality Process Action Team as an effective team leader/member.

Ability to work independently.

Ability to manage information of a confidential or proprietary nature.

Minimum Qualifications

A Bachelor's degree from an accredited college or university in Accounting, Business Administration, Communications, or a closely related field of study and one (1) year of related business experience.

Professional and nonprofessional experience as described above may be substituted on a year for year basis for the required college education.

Combinations of college course work in one of the academic fields specified above and experience as described above may be substituted for the required college education.

College course work will be considered equivalent to experience at the rate of thirty (30) semester or forty-five (45) quarter hours on a year for year basis. A maximum of three (3) years of college course work may be substituted.