



## **Announcement of Intention to Fill a Job Vacancy**

**Job Title:** Chief Financial Officer – Division of the Lottery

**Salary:** \$135,000 – \$145,000

**Work Schedule:** Monday through Friday, 9:00 AM – 5:00 PM, AND unscheduled hours as necessary.

### **Duties Description**

Under the general direction of the Director, Division of the Lottery, the incumbent will perform duties that include, but are not limited to, the following:

- Serves as the Chief Financial Officer (CFO) for the Division of the Lottery within the New York State Gaming Commission. The CFO provides oversight and management of the Lottery Division's financial management. The incumbent will frequently consult with intra-departmental officials on budgeting and management, revenues and expenditures, contract issues, fiscal and human resources policies, procedures, plans, priorities and desired results.
- Oversees the Division's sales audit and accounting functions.
- Provides an appropriate system of financial management and control.
- Evaluates the scope and effectiveness of the financial resources, systems, and business services and develops improvements as needed.
- Advises the Director on matters of policy and strategy in budgeting area and management, and on matters highly sensitive or controversial in nature.
- Assists the Director in establishing a budget for the Division, including long term planning of financial resources, objectives, goals and priorities for the division ensuring that measurable objectives are met.
- Works in conjunction with Financial Management and Executive staff to prepare the agency's budget request documents and develop potential legislative and regulatory solutions to fiscal issues of interest to the Division.
- Works closely with the Human Resources Unit on the Division's staffing and succession planning, working within Personal Service funds available for the Division.
- Coordinates appropriate responsibilities between the Division and the Commission's central finance staff.
- The incumbent may be called upon to assist the Commission's Executive team with financial issues in other Commission divisions.

## **Preferred Qualifications**

- Bachelor's Degree (Master's degree preferred) in finance, accounting, business management, public finance or public administration.
- Ten (10) or more years of progressive financial management experience.
- Extensive experience in operational finance and accounting.
- Demonstrable knowledge and understanding of financial reporting, cash management, budget development, and project management.
- Ability to work with and implement technology solutions in a financial environment.
- Ability to work collaboratively with others and lead teams to solutions.
- Experience within a Lottery organization is preferred but is not required.
- All applicants for this position must be authorized to work in the United States now and in the future without requiring sponsorship.

## **Method of Appointment**

This is a temporary, exempt position, without tenure protection.

## **Salary, Benefits & Classification**

This is full-time position, with a competitive starting salary and an outstanding, comprehensive benefits package.

## **Other Pertinent Information**

Résumés will be evaluated to determine whether candidates will proceed to the interview phase of the process.

Interested qualified candidates must submit a résumé and letter of interest no later than May 21, 2018 by email to the address listed below or fax to 518-388-3368. Please include "Chief Financial Officer" in the subject line of your email to ensure receipt of your application. Email submissions are preferred.

Attention: Lisa A. Fitzmaurice  
Director, Human Resources Management  
New York State Gaming Commission  
PO Box 7500, Schenectady, NY 12301-7500

Email to: [human.resources@gaming.ny.gov](mailto:human.resources@gaming.ny.gov)

Appointments are contingent upon a satisfactory background check which will include a federal and state criminal fingerprint records review.

New York State is an equal opportunity/affirmative action employer. State law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity or prior conviction records, or prior arrests, youthful offender adjudications, or sealed records unless based upon *bona fide* occupational qualification or other exception.