

# VACANCY NOTICE

CS-376  
REV(9/93)

<b>Description of Position</b>	TITLE OF POSITION: <u>Internal Auditor - Video</u> CLASSIFICATION CODE: <u>00641800</u> SALARY RANGE: <u>\$67729-76708</u> REFERENCE POSITION NO.: <u>95</u> Department or Agency Name <u>Revenue</u> APPLICATION PERIOD: <u>2/8/2012 - 2/15/2012</u> Division/Section/Unit <u>Lottery</u> Assignment(s) / Comments _____ Shift and Days: <u>1st (Monday-Friday)</u> Job Location: <u>Cranston, RI</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement      Yes _____ No <u>X</u> _____ Name of Bargaining Unit Union: _____ <b>There is ___ is not <u>X</u> a Civil Service List for this position      See A/B or Both for Specific Instructions</b> NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. <b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>• <i>The title of the position for which you are applying</i>      • <i>Name of department where you are currently employed</i></li> <li>• <i>Title of your present position and date you entered it</i>      • <i>Your business telephone number</i></li> <li>• <i>Date you entered State service</i>      • <i>Present Union Affiliations</i></li> </ul> <b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. <b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b>                      If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b>                      Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b> This position is responsible for all areas relating to video financial reporting. This will include developing and maintaining accounting principles, practices and procedures to ensure complete, accurate, and timely financial statements and other required reports. The Internal Auditor-Video supervises staff accountant(s), and is responsible for managing video accountants to ensure the work is completed timely and accurately. Also, responsible for all video systems generated financial reports, all video activities resulting in general ledger preparation, financial reporting, year-end audit preparation, and also various monitoring and oversight of the facilities, central system, and vendor financial transactions. Responsible for audit and analysis of all financial aspects of Video Lottery and related work as required	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> <b>EDUCATION:</b> Such as may have been gained through: Graduation from a college of recognized standing with a minimum of a Bachelor's Degree in Accounting; CPA preferred. <b>EXPERIENCE:</b> Such as may have been gained through a minimum of five years experience. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b> Jane Tougas      Telephone #: <u>(401) 463-6500</u> Personnel Supervisor      e-mail address: <u>jtougas@ri.lot.ri.gov</u> Rhode Island Lottery      TTY/TDD #: <u>7 1 1</u> 1425 Pontiac Avenue      (Telecommunication Device for the Deaf) Cranston, RI 02920	



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