

VACANCY NOTICE

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>Assistant Controller</u> CLASSIFICATION CODE: <u>00455500</u> SALARY RANGE: <u>\$46394-53977</u> REFERENCE POSITION NO.: <u>70</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 <input checked="" type="checkbox"/> _____ Name of Bargaining Unit Union: _____ There is <u> </u> is not <u> X </u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u> NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.	
General Information to Candidate	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: 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. Most Important - Please include the following information: <ul style="list-style-type: none"> • <i>The title of the position for which you are applying</i> • <i>Name of department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliations</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: 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. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS <ul style="list-style-type: none"> • Reasonable Accommodations: 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. • Medical Information: 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). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: The Assistant Controller position is an important position within the Lottery's Finance Department. In addition to being responsible for maintaining records of accounting transactions and preparation of financial and operating reports, adjustments and closing entries, through trial balance, this position is also responsible for the reconciliation of disbursements, monitoring cash flow, overseeing Federal and State tax deposit transfers, supervision of posting to accounts payable of invoice vouchers into accounting program, monthly preparation of estimate revenues and expenses, reconciling bank accounts, general ledger accounts, preparation and posting of journal entries.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: EDUCATION: Such as may have been gained through graduation from a college of recognized standing with a Bachelor's Degree in Accounting. EXPERIENCE: Such as may have been gained through a minimum of 1-2 years experience. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: 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. SEND RESUME or CS-14 Application to: 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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