



Accounting Technician

By joining the California Lottery team, you will be rewarded with the knowledge that the work you do everyday helps support California's public education. Not to mention benefiting from the additional amenities we offer including FREE PARKING, an on-site Subway® restaurant, an exercise room and our convenient location just outside of downtown.

Salary

\$2,638 - \$3,209

Final Filing Date

November 12, 2009

Applications postmarked after the Final Filing Date will not be accepted.

Position Number

358-221-1741-914

Questions About the Job

Angel Hall (916) 324-9837

Position Location

Finance Division
Accounting Operations & Prize Payments
600 North 10th St. (Off Richards Blvd.)
Sacramento, CA 95811

Send Application To

California State Lottery
Attn: Darlene (221)
P.O. Box 2630
Sacramento, CA 95812-2630

Duties

Under the close supervision of the Senior Accounting Officer (Supervisor), responsibilities include:

- Receive cash receipts from various sources, code, prepare input documents, and enter into appropriate accounting system
- Review cash receipts to determine the appropriate cash or revenue account
- Prepare daily deposits for cash, money orders, and warrants to the State Treasurers Office
- Verify the Daily Settlement Movement of Money report from Revenue Collection against information from the State Treasurers Office
- Prepare the daily State Controller's remittance advice for the daily transfer of funds through an electronic-fund transfer sweep
- Post checks to log-book, contact designated employee for check pick-up and verify that all checks are signed for when picked up
- Monthly distribution of master payroll, this includes out-of-town district offices
- Receive dishonored checks from various banks, prepare documentation to buy back the check and prepare the entry into the appropriate accounting system to establish an accounts receivable
- Prepare claim schedule of insufficient electronic-fund transfer sweeps of retailer accounts for reimbursement to general cash

Desirable Qualifications

Applicants applying for this position should:

- Have knowledge of Generally Accepted Accounting Principles (GAAP)
- Have strong organizational, planning, and interpersonal skills
- Be able to interact and communicate effectively both verbally and in writing with individuals at all levels of the organization

Who Should Apply

Applicants must be state employees who are currently in the Accounting Technician classification, or have current list or transfer eligibility for appointment to this class. Applications will be screened for eligibility and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Equal Opportunity Employer: The California State Lottery is an equal opportunity employer to all regardless of race, religion, ancestry, disability, age, sexual orientation, color, creed, national origin, sex, marital status or political affiliation.

Background Investigation: The California State Lottery Act provides that no person may be hired as an employee of the Commission if that person has been convicted of a felony or any gambling related offense. A background check will be required.