



**COMPANY:** Wyoming Lottery Corporation, 1620 Central Avenue, Cheyenne, Wyoming, 82001.

**POSITION:** WLC Chief Financial Officer

**SALARY RANGE:** Salary is \$96,000 - \$110,000 (Dependent on experience)

**LOCATION:** Cheyenne, Wyoming

### **Position Purpose**

The Chief Financial Officer plans, organizes, directs and is responsible for the Wyoming Lottery's financial management. This includes all account posting and is the responsible liaison to external auditors. The position is also responsible for the direction, coordination and supervision of funds generated and expended by the Lottery. The work includes, but is not limited to, managing the finance and accounting responsibilities; providing guidance and communication on all financial implications of business activities, financial performance, and business opportunities; developing and implementing communication strategies that will enhance stakeholder financial satisfaction, positively representing Finance and Accounting and serving as a role model for open and constructive communication; and oversight of the claims and payment section.

### **Job Scope**

Under limited direction from the Chief Executive Officer (CEO) this position requires the ability to work independently and with others, within specific and general guidelines, while developing and recommending guidelines for Lottery financial activities, identifying appropriate controls and financial requirements, and making decisions based on a broad knowledge of accounting and financial reporting practices and procedures. This position requires seeking ways to positively influence financial results and management practices through interaction with the CEO, Chief Operating Officer (COO), Board of Directors sub-committee, key managers and staff. The work is guided by in-depth knowledge and experience in the finance and accounting field, desk manuals, Wyoming Statutes, Lottery Administrative Rules, Generally Accepted Accounting Principles (GAAP), and statements issued by the Government Accounting Standards Board (GASB).

### **Essential Functions**

- Apply Lottery Management Core Values and Expectations in performing daily activities, and in behavior toward staff members, coworkers and stakeholders.

- Manage Financial and Accounting Responsibilities
- Provide guidance and communication on all financial implications of business activities, financial performance, and business opportunities
- Develop and implement communication strategies that will enhance stakeholder satisfaction, positively represent Finance and Accounting, and serve as a role model for open and constructive communication.

### **Qualifications**

A bachelor's degree in a finance-related field, such as accounting, economics, or business. Candidates with a graduate degree in a field such as Master of Business Administration (MBA) or Master of Science (MSF) is a plus.

Management experience related to finance and accounting in a public or private sector organization that has a similar scope and complexity is a plus. A minimum of three years of senior accounting level experience required. Experience in gaming and gaming finance are a plus.

### **Other Qualification**

- Knowledge and application of computer-based accounting systems. Quick Books is a plus
- Knowledge and application of revenue-based budgeting. Knowledge and application of government accounting.
- Knowledge and application of financial investments.
- Demonstrated skill serving as an in-house consultant and advisor to management and other appropriate parties on financial issues affecting agency operations.
- Demonstrated skill in effective communication (both verbal and written). Ability to communicate technical and financial reporting information to lay managers and staff.
- Skill in public speaking
- Demonstrated skill in maintaining effective working relationships with agency employees, all levels of key management, other government employees, vendors, and retailers.
- Ability to analyze complex operational problems and to design solutions
- Ability to anticipate and plan for long-range needs and changing conditions.
- Ability to collaborate with cross-functional project teams and foster cooperation and buy-in across organization areas.
- Skill in interpreting, conveying, and developing policies and procedures, rules, and statute.
- Demonstrated skill in planning, organizing, and controlling the use of resources to achieve program, department and agency goals and objectives.
- Demonstrated ability to exercise sound, expert independent judgment within general policy guidelines.
- Demonstrated knowledge of the principles and practices of participatory management, including planning, organizing, directing, motivating, and decision making.

This position summary indicates the general nature and level of work assigned to this job. It is not designed to contain all responsibilities and qualifications.

**Job Conditions**

Work is primarily conducted in an office environment. Occasional out-of-state travel to conduct business or attend conferences is required. Position requires extended hours (i.e. weekends, holidays, nights) and in-state travel for job-related purposes.

**How To Apply**

Interested candidates should electronically submit a cover letter and resume to:

[jbaldwin@wylotterycorp.com](mailto:jbaldwin@wylotterycorp.com)

**Resumes without a cover letter will not be considered.** Inquiries/questions please contact Jessica Baldwin at 307-432-9300.