



MISSOURI GAMING COMMISSION CAREER OPPORTUNITY

Position Vacancy No. 174

Application Deadline: February 15, 2019

CLASS TITLE: Assistant Deputy Director - Administration

LOCATION: Jefferson City, MO

SALARY: \$75,227.28 - \$78,362.40

POSITION SUMMARY

Incumbent in this position will be a member of senior staff, reporting directly to the Deputy Director. The successful candidate will lead and develop an internal team supporting the following areas: budget preparation; fiscal management to include accounts payable and receivable. Oversee Information Technology Section (IT), Disassociated Persons Program (DAP); Purchasing; Property Control and Building Management. Work with various section managers to draft and/or review fiscal note responses. Oversee the cash management of the Gaming Fund to include transfers to the various funds required by state statute. Communicates with the Department of Public Safety (DPS) along with Budget and Planning Division, House and Senate on budget related issues. In addition, incumbent will compile, analyze and present financial budget reports as necessary; coordinate, lead and follow-up on audit processes; oversee and lead annual sectional budget meetings; manages organizational cash flow and forecasting. Ensures legal and regulatory compliance for all accounting and financial reporting functions. Ensures the latest generally accepted accounting principles, business policies and procedures are implemented and followed. Ensure strong internal controls are in place and documented for all accounting functions. Effectively and timely communicates and presents critical financial matters to senior management. Presents MGC's annual budget during legislative sessions.

Incumbent oversees the Information Technology Section, collaborating with managers to explore how to utilize technology to improve work quality and increase work efficiencies for the Agency.

This position will be required to work a five day a week schedule, 8:00 a.m. to 5:00 p.m. During the legislative session, there is an expectation incumbent will be available late into the evening.

QUALIFICATIONS

A Bachelor's degree from an accredited college or university is required with an emphasis on business, finance, public administration, accounting or mathematics. Master's degree preferred; **AND** Five or more years in a management position (defined within the MGC as a broadbanded manager), or equivalent management position in professions such as financial or operations management; human resources; public safety, accounting or a closely related area. The ideal candidate has supervisory experience and serves as the authority on the quality and content of all financial data, reporting and audit coordination for either a division or significant program area, and experience overseeing an information technology section.

APPLICATION REQUIREMENTS

All applicants must complete the MGC Employment Application and submit a resume. Download at <http://www.mgc.dps.mo.gov>. For questions call (573) 526-4080. **Send completed application to: Missouri Gaming Commission, ATTN: Recruitment, P.O. Box 1847, Jefferson City, MO 65102 OR e-mail to recruitment@mgc.dps.mo.gov.**

EMPLOYMENT RESTRICTIONS. No applicant will be selected for employment if he/she has a family member related within the second degree of consanguinity or affinity employed by an entity licensed by the Commission. A comprehensive background is required before appointment.

An Equal Opportunity Employer