

Pennsylvania Gaming Control Board

VACANCY ANNOUNCEMENT

“AN EQUAL OPPORTUNITY EMPLOYER”

POSTING DATE: 5/1/2017

CLOSING DATE: Posting open until filled.

CLASS TITLE: Forensic Accountant,
Bureau of Investigations &
Enforcement

POSITION #:

LOCATION: Commonwealth Tower 5th Floor
Strawberry Square
Harrisburg, PA 17101

TYPE OF SERVICE: Non-Civil Service

UNION COVERAGE – AFSCME

WORK HOURS: 8:30 – 5:00

Pay Scale Group: 8 (\$53,614-\$81,428)

Job Duties:

This is advanced level specialized work dealing with the analysis of multiple types of entities licensed by Pennsylvania that have involvement with the gaming industry. This involvement includes casino companies, equipment manufacturers and suppliers of equipment as well as the licensure of individuals. The analysis at the entity level includes both U. S. and international financial statements with varying levels of complexity; debt arrangements and their corresponding legal documents, corporate and other types of entity structures and their organizational documents; analysis at the individual level includes the net-worth and cash flow. The analysis occurs in many situations including initial licensure, on-going renewals, debt refinancing's, corporate reorganizations, and violations of gaming laws.

Work is performed with considerable independence under the direction of the Financial Investigations Unit Supervisor with interim communications on an as-needed basis. Reports prepared are subject to final review and approval.

Examples of Work May Include but Are Not Limited To:

Prepares reports which include an analytical review of:

- An entity's organizational structure and the flow of profits and losses to the owners of the entity.
 - Debt structure including covenant compliance and the ability to meet obligations.
 - Limited review of federal tax returns.
 - Monitoring of the ongoing financial stability of licensed entities.
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Interviewing applicants for licensure or license renewal

Assisting investigative agents with respect to financial issues that arise in the licensing of individuals.

Conducting investigations resulting from gaming law violation referrals from the Bureau of Licensing.

Required Knowledge, Skills and Abilities:

Ability to analyze financial statements, complex entity organizational structures and debt structures.

Ability to identify and research issues that affect the suitability of entities with respect to PA gaming laws and regulations.

Ability to express ideas, organize analyses and prepare reports for presentation within BIE or to the Board.

Ability to orally convey issues and ideas.

Considerable skill with Microsoft Word and Excel.

Ability to collaborate with other Financial Investigations Unit (FIU) and Bureau of Investigations and Enforcement (BIE) personnel in conducting investigations and preparing reports.

Minimum Experience and Training:

A Bachelor's Degree in Accounting from an accredited college or university and five years of experience in progressively responsible regulatory, accounting, and/or audit work.

A professional certification (i.e., CPA, CIA, CFA, CFE, CMA, CISA) indicating competence in the fields of accounting, auditing, taxes, business valuations, etc., is preferred

HOW TO APPLY: Qualified applicants must submit a completed PGCB employment application along with a resume to Joseph Bott at jbott@pa.gov by the closing date of this posting. A copy of this application is available on the PGCB website at <http://gamingcontrolboard.pa.gov/> Selected applicants will then be contacted and an interview will be arranged.

NOTE: Employment is contingent upon the completion of a Personal History Questionnaire with a thorough background investigation, including drug screening and the subsequent review and approval by the Board.

A brief description of the duties is included under the **JOB DUTIES** section listed above. **Also included are the position's essential job functions as required by the Americans With Disabilities Act (ADA).**

IF YOU NEED AN ACCOMMODATION DUE TO A DISABILITY WHEN INTERVIEWING FOR THIS POSITION, PLEASE ADVISE THE PERSON WHO CONTACTS YOU FOR THE INTERVIEW.

CONTACT PERSON: Joseph Bott

ADDRESS: P.O. Box 69060
Harrisburg, PA 17106

TELEPHONE: (717) 346-8300

E-MAIL: jbott@pa.gov

Identification of Essential Job Functions/ADA

Essential Job Functions for:

The duties for this position will be mostly performed in a typical office environment. However, occasional travel may be required.

1. Operate a personal computer, telephone, copy machine, fax machine, and other similar office equipment.
2. Communicate verbally and in writing in the English language.
3. Follow verbal and written instructions.
4. Interpret and apply policies and procedures.
5. Communicate complex accounting and financial issues clearly and concisely.