



**JOB TITLE:** Senior Financial Services Specialist

**DATE CREATED:** 05/19/10

**COMPANY:** TVG Network (www.tvg.com)

**LOCATION:** Beaverton, OR

This position is an intermediate level position primarily responsible for reconciliation and settlement of multiple transaction systems processing individual and aggregate subscriber funds including wagers, deposits, withdrawals, adjustments, etc. The incumbent in this position has primary responsibility for reconciliation and settlement of cash, ACH, credit/debit card and lockbox deposit and withdrawals thereby ensuring accurate accounting of subscriber funds and accuracy of month end reports. This position serves as a back-up for other positions in the department. Thus the incumbent must be able to work closely with others in the department and be a positive team member. This is a senior level position within the Finance Services Department and as such will have responsibilities to ensure smooth operations.

#### **PRIMARY RESPONSIBILITIES**

1. Reconcile transactions between TVG's subscriber management system, Bank, company and funds transaction processors.
2. Research and resolve escalated subscriber account funding and withdrawal issues.
3. Input of various information sources into reconciliation and reporting models.
4. Contact subscriber banks to clear deposit checks and verify funds
5. Highlight unusual situations and problems as they occur to facilitate department operations
6. Approve and establish preauthorized BetCash ©(ACH) transactions for subscriber accounts.
7. Prepare accurate and timely reports
8. Additional responsibilities as assigned or requested.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- **BS Degree in Accounting or Business highly preferred with 2+ years of related experience. (Prior accounting or reconciliation experience)**
- **Knowledge of credit/debit card, ACH and Lockbox reconciliation/settlement processes desired**
- **Knowledge of pari-mutuel wagering desired**
- **Must fit into a team environment, with coverage responsibilities changing with customer demand.**
- **Accurate and efficient data entry skills required**
- **Ability to work accurately and cordially under pressure**
- **Ability to communicate effectively both orally and in writing.**
- **Solid experience with Microsoft office software with at least two (2) years experience using MS Excel spreadsheets at an intermediate level.**
- **Able to use 10 key and perform basic mathematical computations.**

**Licensure:** Must pass licensing requirements of the Oregon Racing Commission. Failure to be licensed or retain licensure will result in termination of employment.

#### **PHYSICAL AND MENTAL DEMANDS/ENVIRONMENT**

- Shifts vary, includes evening and weekend schedules.

#### **HEALTH & SAFETY CONCERNS**

- **Must be able to lift 40 lbs.**

**Forward resumes to [Careers@tvg.com](mailto:Careers@tvg.com)**