



Brian Sandoval
Governor

Barbara Smith Campbell
Chairwoman

Steve Fisher
Interim Executive Director

Silver State Health Insurance Exchange

2310 S. Carson Street, Suite 2, Carson City, NV 89701 • T: 775-687-9939 F: 775-687-9932
exchange.nv.gov

JOB ANNOUNCEMENT: ACCOUNTS MANAGER

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director. *Start date available May 12, 2014.*

POSITION SUMMARY: The Accounts Manager will manage all aspects of any federal funding for the Exchange and other programs related to the Affordable Care Act (ACA) to ensure deadlines and goals are met. The Accounts Manager will research funding opportunities, prepare grant applications, including writing and amending program descriptions and/or budget, compiling required financial and statistical data, prepare program and financial reports, prepare and monitor agreements with sub-grantees for adherence to program objectives and guidelines of the grants, provide fiscal and programmatic technical assistance and composing reports to the federal government as required by the grant awards. The Accounts Manager will research, develop, recommend and implement long-range plans and projects within grant guidelines to maximize and enhance services provided.

The Accounts Manager will perform technical and complex accounts maintenance work for the Exchange related to all grants. Verifying accounting documents, payroll, pre-audit, accounts payable, accounts receivable and cash disbursements related to grants. Make determinations as to the validity of expenditures, review complex contracts, and complete complex reconciliations related to grants. Factors that contribute to complexity include federal grant reporting, guidelines other than those contained in the State Administrative Manual, enterprise accounting, complex fund accounting and external reporting requirements. Monitor and maintain accounting and related records.

The Accounts Manager will prepare, enter, and track all accounting documents. Prepare monthly and quarterly financial reports including trial balances, adjustments and balance sheets; establish and maintain automated billing systems including account analysis, reconciliations and processing adjustments. Complete fiscal year openings and closings for assigned accounts; make recommendations and complete work programs as necessary; develop internal controls on revenues and expenses; reconcile federal to State fiscal year closings.

The Accounts Manager will comply with Federal reporting requirements for the Exchange including the design and implementation of accounting and narrative tracking, reporting data collection systems with sub-grantees; requiring the consolidation of reports with financial, narrative and data generated by various parties, making conclusions and/or recommendations for reporting requirements.

The Accounts Manager will perform the functions of writing project documentation and maintaining a documentation library for the Exchange. Position will also be required to develop and maintain policies and procedures.

SALARY AND BENEFITS: Salary range is up to \$55,894 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university in public or business administration, accounting, finance or related field and one year of grants experience which included the administration, assessment, coordination, analysis, and revision of grant program functions; **OR** graduation from high school or equivalent education and three years of professional experience in the research, development, coordination, revision, and evaluation of grant programs; **OR** an equivalent combination of education and experience.

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Athena Cox
Executive Assistant
Silver State Health Insurance Exchange
2310 S. Carson Street, Suite 2
Carson City, NV 89701
Office: 775-687-9928
FAX: 775-687-9932
Email: acox@exchange.nv.gov