

**Dan Schwartz**  
State Treasurer



Grant Hewitt  
Chief of Staff

Tara Hagan  
Chief Deputy Treasurer

STATE OF NEVADA  
OFFICE OF THE STATE TREASURER

**UNCLASSIFIED POSITION ANNOUNCEMENT**  
**Deputy Treasurer for Cash Management**  
**Office of the State Treasurer**

**SPECIAL NOTIFICATION**

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 Nevada State Treasurer.

**DUTY STATION**

Carson City, State Capitol Building

**POSITION SUMMARY**

The Deputy Treasurer for Cash Management would work under the direction of the Chief Deputy Treasurer and the Chief of Staff. The position is responsible for the oversight of the preparation and submittal of the biennial budget, including revenue projections; in addition to managing the Cash Management division which includes administration of bank contracts, reconciliation of deposits of State funds into state accounts, check distribution, electronic payments and managing a staff of 6 people,. This position serves as the office's liaison with other state agencies/offices and the State's general banking contractor. The position will also work on special projects and new initiatives in the office, as directed by the State Treasurer.

The Deputy Treasurer for Cash Management is required to perform outreach to various entities and public speaking, including testifying before the Nevada State Legislature, as needed.

**QUALIFICATIONS**

A four year college degree from an accredited college or university with a major in business, public administration, finance, or accounting; or at least three years of experience that includes budget oversight and revenue projections, State banking knowledge, legal analysis, financial education, general analysis or related experience; or an appropriate combination of education and experience. In addition, the incumbent must possess a broad knowledge of generally accepted management practices; the ability to interpret and apply laws, regulations, rules, and policies; and the ability to prepare and present oral and written recommendations and plans. Knowledge of financial concepts and experience in a government financial position is considered a plus. Incumbent would be part of the management team of the Office of the State Treasurer. Some travel required.

**CARSON CITY OFFICE**

State Treasurer  
101 N. Carson Street, Suite 4  
Carson City, Nevada 89701-4786  
(775) 684-5600 Telephone  
(775) 684-5623 Fax

**STATE TREASURER PROGRAMS**

Millennium Scholarship Program  
Nevada Prepaid Tuition Program  
Unclaimed Property  
Upromise College Fund 529 Plan

**LAS VEGAS OFFICE**

555 E. Washington Avenue, Suite 4600  
Las Vegas, Nevada 89101-1074  
(702) 486-2025 Telephone  
(702) 486-3246 Fax

**SALARY**

Salary range is up to \$98,880 (employer/employee paid retirement). You will receive benefits provided to all full-time state employees that include 15 days Annual Leave each year, 15 days Sick Leave each year, 11 paid Holidays and employee medical benefit coverage provided through the Public Employees' Benefit Program.

**TO APPLY**

Resumes will be accepted through October 14th. Qualified applicants will be interviewed on a first come, first served basis. Hiring may occur before the October 14th deadline for submission of a resume. Please submit a resume to:

Office of the State Treasurer  
Tara Hagan, Chief Deputy Treasurer  
101 N. Carson Street, Suite 4  
Carson City, NV 89701  
Phone (775) 684-5753; Fax (775) 684-5781

Along with your resume please include a cover letter indicating how you heard about this position. If you heard about this posting through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer. Employee reference checks will be conducted, which may include a review of documentation related to job performance.