



BRIAN SANDOVAL
Governor

STATE OF NEVADA
PUBLIC UTILITIES COMMISSION

ALAINA BURTESSHAW
Chairman

REBECCA WAGNER
Commissioner

DAVID NOBLE
Commissioner

CRYSTAL JACKSON
Executive Director

Unclassified Position Announcement

FINANCIAL OFFICER

The Public Utilities Commission of Nevada is seeking qualified applicants for the position of Financial Officer. This is an unclassified full-time position within Nevada State Government.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Approx. Annual Salary Up To \$67,518 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.) Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 6 furlough days per fiscal year) through June 30, 2015. The Salary listed above does not reflect the reduction from the required furlough.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied

Qualified individuals are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

Recruiting For: A vacancy in Carson City, Nevada.

The Position: Coordinate and oversee the accounting, budgeting, and fiscal management functions of the agency. Responsibilities include planning, developing, and maintaining the Commission's biennial budget under the guidance and direction of the Deputy Director and Executive Director. Work with program and division managers to develop the budget, review managers' budget proposals for completeness, accuracy, combine program and division budgets into a consolidated organizational budget, develop enhancement requests and written justifications. Assist the Executive Director and Deputy Director in analyzing the proposed budget and find alternatives if the proposed results are unsatisfactory. Monitor revenues and expenditures against the budget and prepare monthly reports for the Executive Director. Oversee internal spending to ensure it is within budget, estimate future financial needs to include travel, training and other financial projections by analyzing historical fiscal data and trends. Develop work programs and State contracts, administer federal grant programs, work with agency staff to develop legislative fiscal notes, ensure quality work product and fiscal integrity across the agency, analyze and resolve fiscal operating and fiscal management problems and participate in the strategic planning process to include performance measures and benchmarking.

Minimum Qualifications: Bachelors degree from an accredited college or university with major course work in finance, accounting, business or public administration and four years of progressively responsible experience in professional budgeting or financial management.

Knowledge, Skills and Abilities: Must be able to work independently with minimal supervision as well as in a team environment in collaboration with other fiscal staff, auditors, engineers, economists, and legal staff. Must be creative and results-oriented problem solver; welcomes and embraces challenge, highly motivated, exceptional interpersonal and collaborative skills; outstanding communicator, both orally and in writing, excellent listener; excellent planning, prioritizing and executing timeline skills. Ability to multi-task in a fast-paced environment and to manage multiple, complex priorities and compile and summarize information and prepare periodic or special reports; and contribute effectively to the accomplishment of the team or agency goals, objectives, and activities. Complete and in depth knowledge of generally accepted accounting principles. May be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. Must be available for travel (typically up to 25% of the time) is required.

Submit Cover Letter and Resume / Direct Inquiries To:

Donna Skau
Public Utilities Commission
Email dskau@puc.nv.gov

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