

Fiscal Manager  
(Non-Classified)  
Salary : \$63,000 - \$70,000

## **(EMPLOYEE/EMPLOYER RETIREMENT)**

**The Nevada Governor's Office of Economic Development (GOED) was created during the 2011 Session of the Nevada Legislature through a collaboration of the Nevada Governor's Office and the Leadership of the Nevada State Senate and State Assembly.**

Currently, GOED is seeking to fill the position of Fiscal Manager. This job is primarily responsible for providing fiscal services in the agency's Business Office in coordination with staff in both the northern and southern offices.

### **Summary Description:**

Under general administrative direction, this position functions as the fiscal manager for GOED, with a high level of responsibility in the areas of accounting, budgeting and fiscal management, tracking revenues and expenditures, and preparing various accounting reports and providing assistance in resolving difficult operational and fiscal problems. Additional responsibilities are varied and include planning, organizing, coordinating and supervising work in the Business Office. This position performs technical accounts maintenance and complex accounting functions, reviews and approves a variety of accounting transactions, and assists with federal grant reporting with little or no supervision. This position advises upper management in areas of fiscal management and financial reporting. The incumbent is expected to exercise independent judgment and make sound recommendations based on financial and statistical support. The incumbent operates under various guidelines including the State Administrative Manual and others, including external reporting requirements.

### **Primary Responsibilities:**

- Functions with a high level of responsibility in the areas of accounting, budgeting and fiscal management, tracking revenues and expenditures, monitoring budgets, preparing various accounting reports and providing assistance in resolving difficult operational and fiscal problems;
- Assists in planning, organizing, coordinating and supervising work in the Business Office;
- Performs technical accounts maintenance and complex accounting functions, maintains large, complex spreadsheets, reviews and approves a variety of accounting transactions, and assists with federal grants (requesting draws and tracking and reporting);
- Advises upper management in areas of fiscal management and financial reporting.

### **QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Required Knowledge, Skills, and Abilities**

1. Possesses a working knowledge of agency programs, initiatives, and policies;
2. Demonstrates excellent verbal and written communication skills;
3. Exhibits strong analytical and critical thinking skills;
4. Maximizes performance of individuals, teams, and organizations through excellent management skills;
5. Possesses ability to successfully manage multiple, high-priority responsibilities within required deadlines.

**Education and Experience Guidelines:**

Candidate must have a bachelor's degree from an accredited college or university in public or business administration, finance, accounting, social sciences, mathematics or related field and four years of significant professional experience in fiscal management (or appropriate combination of the two) and have a high level of proficiency in Microsoft Word and Excel. Experience with state accounting procedures, federal grants, and a working knowledge of Advantage, DAWN and NEBS are highly desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Supervisor:**

Administrative Services Officer, Governor's Office of Economic Development

**Salary Range:**

\$63,000 - \$70,000 plus benefits \* Please note: (The salary reflects retirement (PERS) contribution by both the employee and the employer; an employer contribution plan is also available at a reduced gross salary. Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month, through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.)

**Benefits:**

This is a full time/non-classified position. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

**Position Location:**

Carson City, Nevada

Resumes will be accepted until the recruitment needs are satisfied.

**To Apply:**

Please forward resumes to the Governor's Office of Economic Development, Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89703 or via email at [vadams@diversifynevada.com](mailto:vadams@diversifynevada.com). **Please no phone calls.**