



**STATE OF NEVADA  
GOVERNOR'S FINANCE OFFICE  
Division of Internal Audits**

209 E. Musser Street, Suite 302 | Carson City, NV 89701-4298  
Phone: (775) 687-0120 | <http://iaudits.nv.gov> | Fax: (775) 687-0145

**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – July 15, 2016

**Manager of Internal Controls - Governor's Finance Office, Division  
of Internal Audits**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator of the Division of Internal Audits.

**AGENCY RESPONSIBILITIES:**

The Division of Internal Audits provides innovative and useful recommendations to improve the efficiency and effectiveness of state agencies. The Division also provides useful recommendations to assist agencies in maintaining adequate internal accounting and administrative controls.

**APPROXIMATE ANNUAL SALARY:**

Up to \$94,159 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports to the Administrator of the Division of Internal Audits in the Governor's Finance Office. The Manager of Internal Controls oversees the Financial Management and Compliance Review sections of the division, ensures periodic reviews of agencies' fiscal transactions and procedures are performed, and administers financial management training for executive branch agencies. The Manager of Internal Controls also maintains the State's uniform system of internal accounting and administrative control for agencies required by NRS 353A.020, and performs other duties as requested.

**TO QUALIFY:**

In order to qualify for this position, you must be a certified public accountant licensed by this State or a public accountant qualified pursuant to chapter 628 of NRS to practice public accounting in this State; and have at least 4 years of progressively responsible experience in professional auditing and performing internal audits or post audits. The experience must include, without limitation, the performance of audits of governmental entities or of private business organizations, whether or not organized for profit.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Email: [rharris@admin.nv.gov](mailto:rharris@admin.nv.gov)  
or hardcopies can be mailed to:  
Dept. of Administration, Agency HR Services  
Attn: Rachael Harris  
400 W. King Street, Ste. 406  
Carson City, NV 89703

**PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:**

Last Name/Manager of Internal Controls/How you heard about this position

*The State of Nevada is an Equal Opportunity Employer.*