

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

MANAGER OF BUDGETS
Position # 0003

The Manager of Budgets functions as a business manager for the Supreme Court, with responsibility for accounting, budgeting, and business management of their related services and operations. This position provides direct support to the Chief Justice and Department Heads and will be the first-line supervisor of fiscal accounting staff, to include training, assignment and review of work, evaluating performance, and initiating disciplinary action. Under the general direction of the Director of the Administrative Office of the Courts, the incumbent develops, documents, and assists with the justification of the biennial budget; oversees multiple budgets and budget tracking for budget accounts; and performs operational, statistical and fiscal analyses as required. This position will also prepare, review and evaluate a variety of materials including financial reports, budget status reports, contracts, leases and other documents in order to identify problems and trends, develop solutions, and advise management on alternative courses of action; research and interpret documentation related to assigned functions to determine applicable precedents, regulations and/or administrative guidelines. Additionally, this position oversees the preparation and maintenance of comprehensive records related to budget, accounting, fiscal management and other areas of responsibility; develop policies in accordance with legal requirements and applicable regulations. Experience with State budget is preferred.

This position is located in Carson City, Nevada.

Education and Experience: Bachelor's degree from an accredited college or university in business or public administration, accounting, finance or a related field; and seven years of professional experience in budget development and analysis, financial accounting and fiscal management, and management of multiple business operations, two years of which were equivalent to an Administrative Services Officer III in Nevada State service; OR an equivalent combination of education and experience on a year-for-year basis.

Salary Range: \$71,806 – \$108,471 DOE, employee/employer paid retirement. (Grade 44)

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees, which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), 11 paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must submit a completed Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250

Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: budgetmanager@nvcourts.nv.gov
- via fax to: (775) 684-1777

This posting shall remain active until the position is filled. Applications will be reviewed as they are received.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.