



STEVE SISOLAK
Governor

NEVADA GAMING CONTROL BOARD

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BRITTNIE WATKINS, *Chairwoman*
PHIL KATSAROS, *Member*
VACANT, *Member*

Supervisor, Accounting, Administration Division Nevada Gaming Control Board Carson City or Las Vegas, NV

Salary up to \$100,425 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Supervisor in the Accounting Section of the Administration Division. This is an unclassified, full-time position located in Carson City or Las Vegas, Nevada.

Position Description

Under general direction from the Deputy Chief of the Administration Division, the Supervisor of the Accounting Section plans, organizes, directs, and controls all accounting and fiscal management activities of the Board and supervises support staff.

Examples of duties include, without limitation, managing the Board's accounting function and providing leadership to accounting staff; training, supervising, and evaluating the performance of professional, technical, and clerical personnel as assigned; preparing periodic fiscal reports and ad hoc reports for use by other entities, such as internal and external auditors and legislative and other governing bodies; establishing and maintaining accounting systems and internal reporting and records systems to provide the necessary documentation for all fiscal transactions, classifications of expenditures, current fund balances, and audit trails; assisting in biennial budgeting for the Board; and other related duties as assigned.

Travel

In-state travel may be required outside of normal business hours.

Recruitment

This is an open, competitive recruitment for all qualified applicants.

Minimum Qualifications

Required qualifications include graduation from an accredited college or university with a bachelor's degree in public administration, accounting, finance, economics, or other applicable degree; and four years of progressively responsible professional experience in business, accounting, or fiscal management; or an equivalent combination of education and experience. Both education and experience may be substituted on a year-for-year basis.

Location

This position is located in Carson City or Las Vegas.

Salary

The salary for this position is up to \$100,425 and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). All applicants must submit a cover letter and resume. In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted. Applications will be accepted until recruitment needs are satisfied.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.