



STEVE SISOLAK  
Governor

## NEVADA GAMING CONTROL BOARD

1919 College Parkway, P.O. Box 8003, Carson City, Nevada 89702  
555 E. Washington Avenue, Suite 2600, Las Vegas, Nevada 89101  
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028  
557 W. Silver Street, Suite 207, Elko, Nevada 89801  
9790 Gateway Drive, Suite 100, Reno, Nevada 89521  
750 Pilot Road, Suite I, Las Vegas, Nevada 89119

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 **Friday, December 30, 2022 at 5:00 p.m.**

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.***