



## The Supreme Court of Nevada

**Job Title:** Judicial Branch Audit Supervisor

**Closing Date:** Until recruitment is filled

**Location:** Las Vegas

**Salary:** \$104,886.71 to \$127,518.75 annually

### **Description**

The Audit Unit of the Nevada Supreme Court, Administrative Office of the Courts (AOC) is seeking a Judicial Branch Audit Supervisor in Las Vegas, Nevada. The Audit Unit performs audits of the judiciary and its programs. Judicial branch auditors are responsible for monitoring the Nevada courts' procedural implementation and compliance with the Minimum Accounting Standards and function as independent appraisers who examine and evaluate activities of the judiciary as a service to management. The role of the judicial branch auditor is to promote a high level of public trust in the judiciary by providing a professional, independent, and objective review of judicial business functions.

Under the direction of the Audit Manager, this position functions as a senior level auditor with responsibility for performing auditing duties as well as assisting with selecting proper courses of action regarding auditing financial and other Court records. This position functions as a supervisor and auditor-in-charge for assigned projects.

After an initial training period, there may be an opportunity for a hybrid remote/in-office schedule.

**Applicants should submit a cover letter, resume, and list of three references.**

### **Examples of Duties**

- Supervises a team of Auditors, providing guidance and support, assigning tasks, reviewing work, and ensuring duties are performed effectively and efficiently.
- Conducts reviews and analyses of operations and fiscal affairs, organizational structure, and responsibilities as it affects the efficiency and effectiveness of the department.

- Reviews procedures and operating controls to ensure compliance with applicable laws, regulations, policies, administrative guidelines, and standards.
- Audits court records for financial accountability, case tracking, records management, and asset control.
- Plans, performs, manages, and reports on the evaluation of various business processes/areas/functions.
- Establish and monitor internal control procedures and reporting processes.
- Assists with coordinating and the development and enhancement of specifications for automated systems used to maintain budget, accounting, and other related records.
- Prepare and review audit reports.
- Analyze and recommend methods to operating and fiscal management problems.
- Develop or make recommendations on matters requiring new policy or changes to existing policy based on audit findings.
- Conduct special studies, reviews, or other related audit projects.
- Assist with planning, organizing, and managing programs and activities in assigned areas of responsibility; assist with developing and implementing goals and objectives; assist with reviewing and evaluating outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems.
- Perform other duties as assigned.

### **Qualifications**

- Applicants with Accounting degrees are preferred.
- Prior government, regulatory, or internal audit experience is a plus.
- Certification as a Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, or other related professional certification is desirable.

**To learn more about the job and to apply, visit our [job board](#)!**