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Governor

STATE OF NEVADA  
DEPARTMENT OF BUSINESS AND INDUSTRY  
**DIVISION OF MORTGAGE LENDING**  
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TERRY REYNOLDS  
Director

CATHY SHEEHY  
Commissioner

## **UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – October 4, 2022

### **CERTIFIED PUBLIC ACCOUNTANT**

**Division of Mortgage Lending**

#### **RECRUITMENT OPEN TO:**

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

#### **AGENCY RESPONSIBILITIES:**

The Division of Mortgage Lending's (Division) mission is to promote and grow Nevada's non-depository mortgage lending and related industries through reasonable and firm, but fair, implementation and enforcement of our laws; to protect industry and consumer interests and safeguard the public trust by creating a regulatory climate that fosters a competitive level playing field and advances professionalism, education, compliance, and ethics in the mortgage lending and related industries; and to provide a thorough and fair consumer complaint resolution process.

#### **APPROXIMATE ANNUAL SALARY:**

Up to \$76,978 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:**

The incumbent will conduct activities related to the Division's licensing programs and conduct examinations and investigations related to the financial capacity and condition of the Division's licensees. This position reviews financials submitted by the companies that hold and maintain a license through the Division to best assess the financial condition of these companies. Specific responsibilities include:

- Oversight of the entire licensing process including but not limited to, monitoring application intake and processing, review and analysis of applications for licensure, and recommending denial or approval of licensure in accordance with statutory and Division requirements.

- Administration of licensing activities to maintain compliance with established Division policies and procedures, the NRS/NAC and applicable federal law.
- Assisting in the development of improved work methods and procedures as necessary to improve Division productivity and service to applicants and licensees.
- Reviewing and analyzing required financial statements submitted by licensees to verify that financials have been prepared based on Generally Accepted Accounting Principles. Financials are reviewed to analyze income versus expenses, assets versus liabilities, possible trends within footnotes, contingent liabilities, net equity and income to determine solvency.
- Reviewing and examining interim unaudited financial statements and pulling supporting documents to substantiate information contained within.
- Ensuring financials are timely submitted, reviewed, with issues resolved, and that extensions are properly approved and documented.
- Preparing and submitting monthly financial statement activity reports as required by Division policies and procedures.
- Preparing requests for the Issuance of Disciplinary Action, as may be required, to address deficient activities by licensees.
- Monitoring the receipt of and review of quarterly Mortgage Call Reports within NMLS.
- Assisting, as necessary, with examinations of licensees and other duties as may be assigned.

#### **TO QUALIFY:**

Applicants must be a Nevada certified public accountant with a minimum of one year of experience OR, within 6 months of employment with the State, must become a Nevada certified public accountant with a minimum of one and a half years of experience.

Applicants must have a working knowledge of Generally Accepted Accounting Principles (GAAP) including cost, managerial fund accounting principles and practices and automated and manual management reporting systems to create output forms and obtain accurate and complete financial information.

The ideal candidate will be able to analyze and interpret financial reports and complex technical fiscal data; develop procedures and practices to improve work effectiveness; perform complex reconciliations to determine accuracy of account balances; and read, understand, and interpret manuals, policies, procedures, statutes, administrative codes and regulations and contracts, policies, and procedures for complex financial processing. Incumbents will possess excellent verbal, writing and interpersonal skills; must be flexible and capable of working independently; and must be able to acquire a proficient understanding of NRS 645A, NRS 645B, NRS 645F, and other applicable federal and state laws and regulations.

**POSITION LOCATION:** Las Vegas, 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.)

**TO APPLY:**

**Please submit a resume, letter of interest, and three professional references to:**  
**[csheehy@mld.nv.gov](mailto:csheehy@mld.nv.gov)**

Or by mail to:

Mortgage Lending Division  
Attn: Cathy Sheehy  
3300 W. Sahara Ave Ste 285  
Las Vegas NV 89102

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.*