

STATE OF NEVADA

JOE LOMBARDO, *Governor*
PUOY K. PREMSRIRUT, *Chairwoman*
KARA J. KELLEY, *Vice Chairwoman*
ERIC WITKOSKI, *Executive Director*



JUSTIN JONES, *Commissioner*
MARILYN KIRKPATRICK, *Commissioner*
ALLEN J. PULIZ, *Commissioner*
DAN H. STEWART, *Commissioner*
CODY T. WINTERTON, *Commissioner*

COLORADO RIVER COMMISSION
OF NEVADA

Unclassified Position Announcement

Senior Energy Accountant

The Colorado River Commission of Nevada (Commission), an agency of the State of Nevada, is seeking qualified applicants for the position of Senior Energy Accountant (Senior Accountant) in its Finance Group. This is an unclassified, full-time position with the Nevada State Government.

RECRUITMENT: Open to all qualified candidates, vacancy is in Las Vegas, Nevada.

AGENCY MISSION: The Commission serves the communities of the State by responsibly managing and protecting our Colorado River water and power resources.

APPROXIMATE GROSS SALARY: Starting salary depends on education, experience, knowledge, and abilities of a candidate to fulfill the needs of the position. Candidates with less experience may be considered with a lower starting salary with the opportunity for increases over time as the candidate grows in the position. The salary range for this position is:

Employee/Employer Paid PERS¹ \$95,000 to \$114,006.

EMPLOYMENT BENEFITS:

- The Commission is a small agency, with approximately 30 employees. It does not serve the public but provides resources to other government agencies and some businesses. This provides the Commission with staff flexibility to accommodate family and personal needs when necessary. The small staff provides a close team atmosphere and a friendly working environment.
- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of approximately three weeks of annual leave each year.
- **Sick Leave:** Accrual of approximately three weeks of sick leave each year.

¹ PERS – Public Employees' Retirement System of Nevada – market comparable salary.

- ***Paid Holidays:*** 12 paid holidays per year.
- ***Retirement:*** Participation in the Nevada Public Employee Retirement System (PERS).
- ***Deferred Compensation:*** The State has a voluntary deferred compensation program.
- ***No Nevada state income tax.***
- ***Employee Assistance Program (EAP):*** work life, well-being, and employee support services.
- ***Additional benefits and opportunities as a Nevada State employee.***

APPLICATIONS WILL BE ACCEPTED UNTIL: Applications will be accepted until the position is filled.

POSITION DESCRIPTION AND RESPONSIBILITIES: The Senior Accountant is a mid-level accounting position, without supervisory duties, reporting to the Lead Accountant of the Finance Group (Group). The position interacts with other Agency Group staff, employees of many other State Agencies and representatives of the Commission's customers. The Senior Accountant has a diverse set of responsibilities and must be adept at organizing his/her time, identifying priorities, meeting internal and external deadlines, managing, and maintaining professional relationships at all levels of government, and a host of professional colleagues.

The Commission uses an online voucher system through the Controllers' office in Carson City, as well as additional online systems for producing the Commission's annual comprehensive financial report (ACFR), payroll, personnel, and other accounting related functions.

The Senior Accountant's primary job function includes:

- Responsibility for prompt and accurate payments of all monthly operating invoices ensuring payments are made according to State guidelines, internal approval processes, and State budgeting procedures, including agency travel, ordering agency fleet vehicles, equipment, supplies, and employee reimbursements. Preparing, reconciling, reporting and invoicing financial information from various sources for internal and external use. Analyzing data trends and making necessary, appropriate, and informed decisions regarding the data.
- Accounting for the Commission's Hydropower function revenue, related spreadsheets, reconciliations, reporting, journal entries, and analysis.
- Assisting the Group Lead Accountant and Group Chief with special reports; providing information for our outside auditors, federal, state, and other agencies as needed. These reports include Generally Accepted Accounting Principles (G.A.A.P.) based reports and governmental accounting standards. Other reports may be prepared in compliance with specific reporting requirements, State guidelines, or contract not to exceed amounts with outside consultants.
- Assisting the Group Lead Accountant in the compilation, preparation, completion, and review of the Commission's annual ACFR.

- Monthly data input, invoice preparation and analysis of revenue/expense reports related to the Power Delivery and Energy Services functions, including various costs and allocations using fixed and variable components.
- Attending Commission meetings, preparing for and participating in various internal meetings, providing input, analyses, and other information as requested.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES:
(Minimum Qualifications)

Bachelor's degree in accounting, finance, or business related, C.P.A. highly preferred, and at least three years of progressively responsible financial accounting and financial statement reporting experience within the last five years, or an equivalent combination of education and experience in performing government and/or utility accounting functions.

Recent working knowledge of governmental accounting theory and principles, governmental accounting standards (GASB). Ability to identify potential problems in accounting records, construct and analyze basic spreadsheets and to communicate the solutions identified. Skill in using spreadsheet and word processing software; financial statement accounting software (CaseWare or similar preferred), producing accounting entries and coding; including journal and adjusting entries and experience in closing procedures.

Submit a letter of interest and résumé to:
Gina Lee Goodman
Executive Assistant Manager
Colorado River Commission of Nevada
555 E. Washington Avenue, Suite 3100
Las Vegas, NV 89101

E-mails submissions will be accepted and should be sent to:
ggoodman@crc.nv.gov

Note to Applicant: In your letter of interest please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Posted: December 6, 2023