



STEVE SISOLAK
Governor

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF MORTGAGE LENDING
3300 West Sahara Avenue, Suite 285
Las Vegas, NV 89102
(702) 486-0782 Fax (702) 486-0785
mld.nv.gov

TERRY REYNOLDS
Director

CATHY SHEEHY
Commissioner

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 3, 2022

Certified Public Accountant – Division of Mortgage Lending, Business and Industry

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor.

AGENCY RESPONSIBILITIES:

Division of Mortgage Lending has the statutory authority to license, examine and seek compliance from the non-depository mortgage lending industry and related professions. The Division oversees licensing of mortgage companies, mortgage loan originators, mortgage servicers, escrow companies and escrow agents. The Division also completes periodic examinations of the company's books and records for compliance to federal and state laws. Lastly the Division seeks compliance through complaints and investigations.

APPROXIMATE ANNUAL SALARY:

The annual salary for this unclassified position is \$72,216 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:

This position reports to the Commissioner and/or the Deputy Commissioner. Administration of licensing activities to maintain compliance with established Division policies and procedures, the NRS/NAC and applicable federal law. Assist in the development of improved work methods and procedures as necessary to improve Division productivity and service to applicants and licensees.

Oversight of the entire licensing process including but not limited to, monitoring application intake and processing, the review of and analyses of applications for licensure, including review of background investigations and recommendations for denial or approval of licensure in accordance of statutory and Division requirements.

Review and analyze required financial statements submitted by licensees to verify financials have been prepared based on Generally Accepted Accounting Principles. Financials are to be reviewed to analyze income versus expenses, assets versus liabilities, possible trends within footnotes, contingent liabilities, net equity and income to determine solvency and that financial statements meet statutory requirements.

Review and examination of interim unaudited financial statements and pulling of supporting documents to substantiate information contained within the unaudited financial statements.

Ensure financials are timely submitted as required and reviewed timely; extensions are properly approved and documented; and financial related issues are resolved timely.

Prepare and submit monthly financial statement activity reports as required by Division policies and procedures

TO QUALIFY:

Applicant must be a Nevada Certified Public Accountant with a minimum of one year experience. Must have working knowledge of the Generally Accepted Accounting Principles (GAAP). Great communication skills both verbally and written. Must acquire a proficient understanding of NRS 645A, NRS 645B, 645F and 598 and their corresponding regulations and other applicable federal and state laws/regulations.

POSITION LOCATION: 3300 W. Sahara Ave, Ste 285, Las Vegas Nevada 89102

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.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Business and Industry

Division of Mortgage Lending

Attn: Cathy Sheehy

3300 W. Sahara Ave Ste 285

Las Vegas NV 89102

702-486-0789

or email to: csheehy@mld.nv.gov

In subject line please reference: Certified Public Accountant - MLD

The State of Nevada is an Equal Opportunity Employer.