



THE SUPREME COURT OF NEVADA
invites applications for the position of:

Guardianship Financial Forensic Specialist

SALARY:	\$58,965.12 - \$88,197.12 Annually
DEPARTMENT:	Guardianship Compliance Office
OPENING DATE:	09/06/22
CLOSING DATE:	09/30/22 11:59 PM

DESCRIPTION:

Under general direction of the Program Manager, the Financial Forensic Specialist utilizes investigative, auditing, and accounting skills to analyze financial data to ensure compliance with program, court rules, and statutory requirements in guardianship cases for the State Guardianship Compliance Office within the Administrative Office of the Courts. The Guardianship Compliance Office works to protect Nevada's most vulnerable citizens. The office is available to review guardianship cases to identify reporting deficiencies by the guardian, review annual reports and accountings, and report findings to the District Court. This position is located in Carson City.

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

EXAMPLES OF ESSENTIAL DUTIES:

- Work with district courts to analyze guardianship cases and conduct compliance reviews for the courts to ensure compliance with statutory requirements.
- Serves as liaison with the district courts to enhance compliance with statutory requirements, court rules, and best practices.
- Identify financial exploitation concerns in violation of standards, statutes, and rules to protect the assets of protected persons subject to guardianship.
- Review and gather financial documents including supporting and related documentation.
- Analyze financial documents, and extract and summarize relevant information.
- Performs investigative accounting and discovery tasks.
- Review asset listings and ensure additions and disposals have been properly documented.
- Exercise sound independent judgment within established guidelines.
- Track and maintain compliance data and information to report to the courts and the Program Manager.
- Conduct analysis of potentially complex financial data.

- Prepare accounting and compliance reports to provide reliable and accurate financial and related information.
- Gather evidence such as records, reports, bank statements, bills, check stubs, sales receipts, transaction verifications, personnel files, and historical data pertaining to the alleged abuse or misappropriation.
- Maintain excellent working relationship with elected officials, court clerks, and staff in the courts.
- Perform related duties as assigned.

TYPICAL QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in accounting, finance, estates, criminal justice or closely related field; and three years of experience in auditing, investigations, inspections, enforcement, and/or administration of a governmental regulatory program; **OR** an equivalent combination of education and experience as described above.
- Certification as a Certified Internal Auditor, Certified Public Accountant, Certified Management Accountant, or other related professional certification is desirable, but not required.

Effectively works remotely and collaborates with employees from a remote location, as needed. Must have expertise in virtual meeting platforms, such as Teams. Must have the ability to work remotely via an internet network connection provided by the employee. This connection speed must be sufficient to perform all duties. A minimum of 50-100 mb download speeds are required. Higher connection speed may be required if sharing this connection with other members in an employee's household.

SUPPLEMENTAL INFORMATION:

Carson City offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Carson City is nestled between stunning Lake Tahoe and vibrant Reno. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Additional benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year; no state income tax; public service loan forgiveness; flexibility; and a work-life balance beyond compare.

COVID-19 vaccination, including one booster, is required as a condition of employment. Verification of vaccination status will be required at the time of job offer. Requests for reasonable accommodation will be considered. Please **DO NOT** attach any individual health information related to COVID-19 vaccination status to the application.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.nvcourts.gov/>
HR@nvcourts.nv.gov

201 S. Carson St. Ste. #250
 Carson City, NV 89701
 775-684-1744

Position #00132
 GUARDIANSHIP FINANCIAL FORENSIC SPECIALIST
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