



The Supreme Court of Nevada Judicial Branch Auditor

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| SALARY | \$74,096.56 - \$94,487.48 Annually | LOCATION | Carson City and Las Vegas, NV |
| JOB TYPE | Full-Time | REMOTE | Flexible/Hybrid |
| JOB NUMBER | 00179 | EMPLOYMENT | |
| OPENING DATE | 09/25/2023 | DEPARTMENT | Audit-AOC |
| | | CLOSING DATE | Continuous |

Description

Join the Audit Unit of the Nevada Supreme Court, Administrative Office of the Courts (AOC) as a Judicial Branch Auditor! Under the expert guidance of our Audit Supervisor, this role serves as a pivotal intermediate level auditor, initially working closely with our team to gain proficiency in judicial auditing while immersing yourself in the intricate policies and procedures of our esteemed Court system.

As you gain experience, your role will evolve, leading you into a world of diversified responsibilities under broader supervision. You'll be at the forefront of ensuring that our courts uphold the highest standards of internal controls, meticulously assessing their compliance and conducting a variety of financial and operational reviews that delve deep into the heart of our judicial system.

The Judicial Branch Auditor is responsible for analyzing fiscal processes, scrutinizing internal controls, fine-tuning procedures, optimizing systems, refining policies, and conducting field investigations.

As the Judicial Branch Auditor, your impact will resonate across the Nevada Supreme Court, as you prepare and present reports with findings and recommendations for continuous improvement. In addition, you'll play a pivotal role in ensuring financial best practices and minimum acceptable standards through engaging training sessions.

If you are passionate about auditing, seeking a challenge, and want to make a difference in the judicial landscape, join us in this adventure and be a driving force for excellence!

Training is offered including IAA and ACFE training!

Positions are located both in Carson City and Las Vegas.

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

Example of Duties

- Assists with conducting reviews and analyses of operations and fiscal affairs, organizational structure, and responsibilities as it affects the efficiency and effectiveness of the department as part of the audit team.

- 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.
- Ascertain reliability of management data developed and appraises the quality of performance for assigned responsibilities and recommends operational improvements.
- Prepares audit work papers, documenting each step in the audit program, and ensuring information is presented clearly, concisely, accurately, and in a logical format. Performs transaction and compliance testing to evaluate the existence, efficiency and effectiveness of internal control procedures. Documents result of tests and inquiries by preparing acceptable working papers, which record and summarize data on the assigned audit segment.
- Assists in analyzing and recommending methods to operating and fiscal management problems.
- Assists in conducting compliance audits to ensure that funds are being spent in accordance with grantor or funding rules and regulations as part of the audit team.
- Assists in developing or making recommendations on matters requiring new policy or changes to existing policy based on audit findings.
- Assists in conducting special studies, reviews, or other related audit projects.
- Assists with assessing program effectiveness and proposing enhancements to improve efficiency and effectiveness
- Perform other duties as assigned.

Typical Qualifications

- Bachelor's degree from an accredited college or university in business administration, accounting, or finance and three years of professional experience in auditing; **OR** an equivalent combination of education and/or experience as described above.
- We are looking for candidates who are creative, detail-oriented, collaborative, and have strong time management skills.
- Prior government, regulatory, internal audit, court or government finance experience is a plus!

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

Nevada enjoys abundant sunshine throughout the year, making it an attractive destination for outdoor enthusiasts. From the stunning red rock formations of Valley of Fire State Park to the majestic mountains of the Sierra Nevada range, the state offers a diverse and breathtaking natural environment. Nevada offers recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. In addition, Nevada is home to iconic attractions such as the Las Vegas Strip, known for its vibrant nightlife, casinos, and entertainment. The state also hosts numerous cultural events, festivals, and art galleries that showcase its rich heritage and artistic scene. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Vacation:** Accrual of three weeks of annual leave each year.

- **Sick Leave:** Accrual of three weeks of sick leave each year.
- **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.**
- **Flexibility:** a work-life balance beyond compare!

Agency

The Supreme Court of Nevada

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