



Nevada Legislative Counsel Bureau
Audit Division
Carson City, Nevada

The Legislative Counsel Bureau (LCB) is a nonpartisan agency located in Carson City, Nevada, that provides professional, technical, and administrative support to the Nevada Legislature. The Legislature convenes biennially for a 120-day regular session and for special sessions during the interim period.

POSITION: PERFORMANCE AUDITOR (PERMANENT) — Provide objective analyses of Nevada agency operations to improve effectiveness, economy and efficiency, or internal controls. Initially, this position will work under the direction of an in-charge auditor. As an employee in this position gains experience, the employee may serve as the in-charge auditor on performance audits responsible for all phases of the audit, and may oversee staff.

We Are:

- A collection of 30 professionals from a variety of backgrounds driven to make a positive difference in the great state of Nevada.
- Considerate of each team member and their opportunities for professional growth.
- Respected by the Nevada State Legislature, media, and citizens for providing timely, accurate, and meaningful recommendations to improve state government and programs.
- Nationally recognized for excellence.
- Excited for you to learn more at our Division's website: www.leg.state.nv.us/audit.

You Are:

- Looking for an opportunity to provide meaningful improvements benefiting fellow citizens.
- Goal- and action-oriented.
- Seeking a healthy work-life balance.
- A learner who is always looking to improve.
- Willing and able to follow current and/or future health and safety policies/protocols established by the LCB, with a reasonable accommodation if needed.

You Are Good At:

- Using qualitative and quantitative analytical skills to solve problems.
- Analyzing problems/issues and identifying solutions.
- Critical thinking.
- Looking out for those who often do not have a voice.
- Effectively communicating both verbally and in writing, while using tact and persuasion skills as situations require.
- Researching and analyzing various forms of data.
- Staying organized and demonstrating strong time management skills.
- Asking difficult questions.
- Adapting to new processes and changing environments.
- Maintaining a cooperative working relationship with your teammates and third parties.
- Formulating non-partisan solutions.

You Like Variety:

- Individual audit assignments may last about 6-12 months.
- You will work with many different team members.
- You will spend time at an agency developing an understanding of key processes and operations.
- Some audits require travel to Reno, Las Vegas, and rural areas of Nevada.

You Have Obtained:

- CPA, CIA, or a Master's degree in Accounting, Business Administration, Public Administration, or a related field; or
- You will need to demonstrate the ability to obtain one of these certifications during the first year of employment.

Benefits:

- Competitive salary range: \$73,602 to \$110,956 (Grade 43 Employee/Employer Paid Retirement Schedule). Actual salary will depend on experience.
- Flexible schedules including a 4-day workweek.
- Hybrid work schedule available.
- 11 paid holidays.
- 15 days of annual leave (increases based on longevity).
- 15 days of sick leave each year.
- Robust retirement program (www.nvpers.org).
- Health benefits (<https://pebp.state.nv.us/plans/plan-documents/>).
- Professional development opportunities.

Location: Carson City, Nevada

- Beautiful Northern Nevada along the foothills of the Sierra Nevada Mountains.
- 250+ days of sunshine each year.
- Recreational opportunities including golfing, kayaking, boating, biking, off-roading, hiking, skiing, snowshoeing, camping, fishing, and much more.

THE PROCESS — This announcement will remain open until recruitment needs are satisfied. Applications will be accepted until potential candidate(s) have been identified. Applicants **must** submit the following in order to be considered:

- 1) Legislative Counsel Bureau Employment Application found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/audit-division>
- 2) Resume and letter of interest describing qualifications.
- 3) Copy of college transcript(s).

The above information may be mailed or e-mailed to:

Legislative Counsel Bureau, Administrative Division
Attn: Ken Kruse, Human Resources
401 South Carson Street
Carson City, NV 89701-4747
LCBHR-Employment@lcb.state.nv.us

All job offers are contingent on the candidate passing a reference and background check.

Please direct inquiries to Shannon Riedel at sriedel@lcb.state.nv.us or Jennifer Otto at jennifer.otto@lcb.state.nv.us.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation.