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**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 Accountant in its Finance Group. This is an unclassified, full-time position with the Nevada State Government.

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

Salary: Depending on experience, salary range of approximately \$70,000/year. (Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contributions plan is also available with a reduced gross salary.)

{Please note: Full-time unclassified employees are required to take 8 hours of unpaid furlough leave per month through June 30, 2021. The Salary listed above does not reflect the reduction from the required furlough.}

Applications Will Be Accepted Until: Applications will be accepted until the position is filled.

The Accountant is a mid-level accounting position, without supervisory duties, reporting to the Group Lead Accountant of the Finance Group (Group), interacts with other Agency Group staff, employees of many other State Agencies and employee representatives of the Commission's customers. The Accountant has a diverse set of responsibilities and must be very adept at organizing his/her time, identifying priorities, meeting internal and external deadlines, managing and maintaining professional relationships with a host of professional colleagues (including but not limited to Attorneys, Engineers, Certified Public Accountants (C.P.A.), Certified Public Managers, etc.), and others.

The Commission uses an online voucher, deposit and fixed asset acquisition system through the Controllers' office in Carson City, as well as an online interface system specifically for travel and procurement card payment vouchers through the Purchasing Division in Carson City, with additional online systems for producing the Commission's comprehensive annual financial report (CAFR), payroll, personnel and other accounting related functions, with new innovation and modernization technologies underway.

The Accountant's primary job function includes:

- Responsibility for prompt and accurate payments of all monthly operating invoices and ensuring payments are made according to State guidelines and internal approval processes. This position must provide accurate coding as to fund, budget, category, and general ledger and project code to ensure compliance with State budgeting procedures. Preparing journal entries as required, necessary or appropriate. This position must also provide accurate internal account coding for internal reporting. Preparing, reconciling, reporting and invoicing financial information from various sources. Analyzing data trends and making necessary, appropriate, and informed decisions regarding the data.
- Monitoring of the financial aspects of all Commission contracts with outside consultants for conformance to State rules and guidelines, contract compliance, accuracy of billings, contract specifications and budget amounts. Reconciling various payments and account activity to vendor billings and budgets. Assisting in resolving billing disputes and deal directly with contractors' accounting personnel.
- Accounting for all agency travel, including employee reimbursement. Ensure conformance with budget requirements and all State travel rules and regulations as well as responsibilities relating to the online interface system for travel and procurement card payment process.
- Ordering supplies and equipment following State procedures and guidelines. This function includes determination of vendors and methods of purchase; and requires the development of professional relationships with outside vendors, including account and or vendor registration and setup, trade references, and monitoring.
- Accounting for the Commission's Hydropower function revenue, and related spreadsheets, reconciliations, reporting, journal entries, and analysis.
- Responsible for all payroll transactions, backup responsibility for all personnel duties and actions. The agency timesheet entry is online and has 41 authorized positions. This responsibility includes review and approval of bi-weekly entered timesheets, verification of time accuracy, and bi-weekly reconciliation of all payroll transactions.
- Acting as the Commission's liaison with other State agencies such as the Treasurer, Controller, Vendor Services, Printer, Payroll, Retirement, Purchasing, Budget offices and as contact for all questions related to insurance, retirement, and other employee benefits.
- Coordinating and ordering agency fleet vehicles. Reconciling and updating agency inventory annually in the online fixed asset acquisition system
- Assisting the Group Lead Accountant and Finance 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.

- Assisting the Group Lead Accountant in the compilation, preparation, completion, and review of the Commission's annual CAFR.
- Compiling, maintaining, reviewing, reconciling as necessary many Excel schedules and reports for internal use related to contractor billings and payments, safety and OSHA reports as required, payroll, contracts, water and power use, travel, petty cash, host fund and many other quarterly or annual reports and account analysis as assigned by the Group Lead Accountant or Finance Group Chief.
- Monthly input, preparation and analysis of revenue/expense reports related to the Power Delivery (PD) function - the electric facilities operations group.
- Compiling, preparing, reconciling, and issuing a monthly invoice for the Energy Services function, the electric power marketing group which encompasses the monthly PD report as well as other related transactions.
- Preparing various cost and overhead allocations on a bi-weekly to quarterly basis using fixed and variable components.
- Attending Commission meetings, preparing for and participating in various internal meetings, providing input, analyses, and other information as requested.
- Other special projects or assignments as assigned by the Group Lead Accountant or the Finance Group Chief.

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) record keeping practice and theory. Ability to use logic and reason 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; using a variety of systems and sources to obtain data and information.

Because this position must deal with many different individuals and personality types at all levels of government and customer staff, the personal relationship skills and professional communication abilities will be one of the most important attributes of candidates considered.

Submit a letter of interest and résumé to:
Gina Lee Goodman
Office 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: February 2, 2021