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

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

AGENCY RESPONSIBILITIES: The Commission receives and holds in trust the State's water and power allocations. Additionally, the Commission owns, operates, and maintains electrical infrastructure and jointly staffs an entity to purchase power for its customers who are all located in Southern Nevada.

APPLICATIONS WILL BE ACCEPTED UNTIL: Applications will be accepted until the position is filled.

POSITION DESCRIPTION AND RESPONSIBILITIES: The Senior Accountant is a mid-level accounting position, without supervisory duties, reporting to the Lead Accountant of the Finance Group (Group). The position interacts with other Agency Group staff, employees of many other State Agencies and representatives of the Commission's customers. The Senior 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.

The Commission uses an online voucher system through the Controllers' office in Carson City, as well as additional online systems for producing the Commission's annual comprehensive financial report (ACFR), payroll, personnel, and other accounting related functions.

The Senior Accountant's primary job function includes:

- Responsibility for prompt and accurate payments of all monthly operating invoices ensuring payments are made according to State guidelines, internal approval processes, and State budgeting procedures, including agency travel and employee reimbursements. Preparing, reconciling, reporting and invoicing financial information from various sources for internal and external use. Analyzing data trends and making necessary, appropriate, and informed decisions regarding the data.
- Monitoring of the financial aspects of all Commission contract activity with outside consultants for conformance to State guidelines, contract compliance and not to exceed amounts.
- Coordinating ordering agency fleet vehicles, equipment and supplies determining appropriate vendors and methods of purchase.
- Acting as the Commission's liaison with other State agencies such as the Treasurer, Controller, Vendor Services, Payroll, Retirement, Purchasing, Budget offices and as contact for all questions related to insurance, retirement, and other employee benefits.
- Accounting for the Commission's Hydropower function revenue, related spreadsheets, reconciliations, reporting, journal entries, and analysis.
- Backup responsibility for all personnel duties and actions for 41 authorized agency positions.
- Assisting the Group Lead Accountant and 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 ACFR.
- Monthly data input, invoice preparation and analysis of revenue/expense reports related to the Power Delivery and Energy Services functions, including various costs and allocations using fixed and variable components.
- Attending Commission meetings, preparing for and participating in various internal meetings, providing input, analyses, and other information as requested.

**EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES:
(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). Ability 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.

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.

APPROXIMATE GROSS SALARY: Starting salary depends on education, experience, knowledge, and abilities of a candidate to fulfill the needs of the position. Candidates with less experience may be considered with a lower starting salary with the opportunity for increases over time as the candidate grows in the position. The salary range for this position is:

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| Employee/Employer Paid PERS ¹ | \$85,000 to \$101,791 |
| Employer Paid PERS | \$75,000 to \$88,610 |

Submit a letter of interest and résumé to:
Gina Lee Goodman
Executive Assistant 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: March 9, 2023

¹ PERS – Public Employees' Retirement System of Nevada