

RECRUITING ANNOUNCEMENT

Director of Administration

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Director of Administration to join our team. This important position oversees budget development and management of the agency's ten budget accounts, transaction processing, contract development and management, fiscal compliance and oversight of grants, procurement card management, fiscal reporting, and supervision of the Fiscal Office staff.

Core Functions & Responsibilities

- Provide oversight and reconciliation of the agency's financial transactions (accounts receivables, accounts payables, billing claims, and journal vouchers) in the State accounting system ensuring expenditures are in conformance with State, Federal, and agency rules and regulations, and within budgetary limits; prepare work programs, if needed;
- Oversee fiscal tracking documents for the State Small Business Credit Initiative;
- Perform annual Single Audit Certification and GASB 86 and 97 reports as required by the State Controller's Office;
- Closeout budget accounts each fiscal year and balance forward funds and authority as needed;
- Develop and monitor contractual agreements including Requests for Proposals and Requests for Qualifications for various GOED programs;
- Prepare comprehensive fiscal reports for presentation/submission to internal and external departments and review all federal financial reports for awarded grants;
- Assist with the preparation and submission of grant applications, including the intake of funds, compliance monitoring, and budget modifications;
- Prepare, submit and respond to requests for the agency's budget;
- Assist with Bill Draft Requests and Fiscal Notes and may testify during Legislative sessions or meetings;
- Oversee the biannual review of policies and procedures and revise when needed in coordination with agency staff and Executive Director;
- Supervise fiscal staff members to ensure they are properly trained and equipped to successfully perform their job duties.

Demonstrated Knowledge/Skills/Abilities

- Experience with accounting processes and procedures; state accounting and experience with Advantage and DAWN are highly desirable;
- Strong working knowledge of budget and contract development and management, and grants compliance and oversight;
- Flexible and able to multitask while managing competing deadlines and priorities; attention to detail and accuracy a must;
- Strong working knowledge of Microsoft Office products; especially Excel

Education and/or Experience

- Bachelor's degree in accounting, or closely related field. Relevant experience may be substituted for a degree;
- Five years of professional experience in accounting, administration or an equivalent combination of education and experience.

Salary and Benefits

\$125,000 – \$135,000 annually, depending on experience.

This position will be full-time, non-classified and exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

Location

This position will be based in Carson City, Nevada.

Travel Requirements

Some travel within the state may be required.



To Apply

Please send cover letter and resume to Michelle Sibley at msibley@goed.nv.gov

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

Application Deadline

Resumes will be accepted until recruitment needs are satisfied.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.