

Position opens: December 19, 2017

## **Elko County Human Resources Employment Opportunity Announcement**

**POSITION:** Comptroller

**SALARY:** \$75,000 - \$95,000 Annual

**APPLICATION DEADLINE:** January 19, 2018

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Elko County is seeking qualified applicants for the position of Comptroller. The ideal candidate will have a solid technical background in public accounting while also having the skills and experience to manage and motivate a team which supports all financial functions of the County within a challenging, dynamic, fast paced environment. This position reports to the Chief Financial Officer, but works autonomously. The Comptroller plans, organizes, directs, and controls all accounting and fiscal management activities of departments, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. The successful candidate will have an opportunity for an extended training period with the current Comptroller prior to her retirement. Bachelor's degree and six (6) years of professional accounting experience, two (2) of which are equivalent to a Senior Accountant in public accounting service. Must possess and maintain a valid driver's license. Preference will be given to those with a Nevada CPA license.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at [www.elkocountynv.net](http://www.elkocountynv.net).

Elko County Human Services  
540 Court St, Suite 105 (Physical Address)  
571 Idaho St. (Mailing Address)  
Elko, NV 89801  
(775) 738-4375 phone  
(775) 738-5984 fax

**Elko County is an Equal Opportunity Provider and Employer.**

**In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.**



**ELKO COUNTY  
HUMAN SERVICES**  
571 Idaho Street  
Elko, NV 89801  
775.738.4375  
775.738.5984 (fax)

**Job Code: 15116**  
**Date Est.:**  
**Last Rev.: 12/2017**  
**FLSA: Exempt**  
**Probation: N/A**

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## **COMPTROLLER**

### **DEFINITION**

Under administrative direction of the Assistant County Manager/Chief Financial Officer (CFO), plans, organizes, directs, and controls all accounting and fiscal management activities of departments, complex and diverse multi-funding requirements, and specialized tracking and reporting methodologies. In addition, manages and supervises Fiscal Affairs office staff, including part-time and temporary employees.

### **DISTINGUISHING CHARACTERISTICS**

This is a management class which is distinguished from other classes by the managerial responsibilities, greater degree of diversity and complexity in the nature of the work performed.

Assumes CFO responsibilities in the absence of the CFO.

### **EXAMPLES OF DUTIES**

*The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Manage the organization's accounting functions and provide leadership to department staff; train, supervise, and evaluate the performance of professional, technical, and clerical personnel as assigned.
- Prepare supporting work papers, using internally generated and external sources, and tying in all amounts to the working trial balance.
- Prepare ad hoc, periodic fiscal reports for use by other agencies which may include state, federal, internal, private grants, and National Repository reports.
- Reconcile or supervise the reconciliation of accounts which may include trust accounts, general ledger accounts, bank statements, sub-ledger accounts, and controller's reports; and analyze fiscal/financial data/reports to identify and correct errors.
- Perform complex and technical accounting and fiscal record management system analyses; identify and analyze problem areas in general accounting, payroll, and related systems.
- Assists the Assistant County Manager/Chief Financial Officer in the operation and maintenance of the County's central financial computer system. Make recommendations for accounting system improvement.
- Reviews and authorizes payroll time sheets for Fiscal Affairs staff.

- Oversee and participate in the development and administration of the annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Plan, direct, coordinate, and review the work plan for Fiscal Affairs, assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Develop and enforce accounting policies and procedures in accordance with GAAP; establish internal accounting procedures, including document screening procedures to ensure compliance with governmental accounting statutes, regulations, and policies.
- Provides professional advice to department heads and supervisors as it relates to finance and budgets. Provides leadership and direction in the development of short and long-range plans, including succession planning.
- Makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Prepares a variety of studies, reports and related information for decision-making purposes.
- Supervises and prepares and records data for utility fund accounts.
- Serves as a member of various employee committees.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Attends professional development workshops and conferences to keep abreast of related trends and developments.

## **QUALIFICATIONS**

### **KNOWLEDGE OF:**

- GAAP, including cost, managerial and fund accounting principles and practices.
- Spreadsheet and word processing software.
- Supervisory techniques including organizing work flow, assigning and reviewing work, training, evaluating performance, and disciplinary procedures.
- Operational characteristics, services, and activities of the agency accounting program.
- Management skills to analyze programs, policies, and operational needs.
- Advanced mathematical principles.

- Federal regulations pertaining to grants.
- Principles and practices of program development and administration.
- Correct English usage including grammar, punctuation, and vocabulary.
- Nevada Revised Statutes pertinent to government finance.
- Payroll processing with a general understanding of Fair Labor Standards Act and other related payroll regulation(s) and procedures.

**SKILL TO:**

- Communicate with elected officials, department heads, regulatory agencies and the public.
- Oversee and direct the operations, services, and activities of the Fiscal Affairs Department.
- Perform complex reconciliations to determine the accuracy of account balances.

**ABILITY TO:**

- Manage, direct, and coordinate the work of lower level staff.
- Use logic and reason to solve difficult problems.
- Interact positively with others including the general public, elected officials, other organizational staff, and coworkers.
- Establish and maintain sound internal controls.
- Communicate effectively with outside auditors and others regarding agency accounts.
- Communicate professionally to negotiate sensitive issues such as budgeting, contracts, and other fiscal transactions.

**EXPERIENCE AND EDUCATION**

*Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:*

Bachelor's degree from an accredited college or university in accounting and six (6) years of professional accounting experience, two of which were equivalent to a Senior Accountant in public accounting service.

## **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation.*

- Valid Nevada driver's license.
- Nevada Certified Public Accountant license, preferred.

## **OTHER REQUIREMENTS**

### ***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### ***Working Conditions:***

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.