

**The Nevada System of Higher Education
Position Announcement
For
Senior Director of Finance**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Senior Director of Finance. This is a renewable, full-time, non-tenured, administrative position and reports to Chief Financial Officer. The position will be located in Reno. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges and a research institute. The public system of higher education in Nevada continues to experience growth with significant challenges and opportunities in serving over 105,000 students and 12,000 employees.

The core functions of the Senior Director of Finance are to manage the banking, investments and other financial functions for the System and provide treasury solutions for the NSHE institutions. The Senior Director ensures accurate valuation of financial instruments and accounting of financial transactions, implements and manages treasury related policies and procedures, ensures accurate history and audit trail and works with internal and external auditors. The Senior Director assists with the selection of and maintains relationships with banking vendors, investment consultants, investment fund managers and financing consultants. The Senior Director works with consultants, bond counsel and NSHE institutions to coordinate the issuance of debt, monitor compliance with debt covenants and maintain required records related to debt transactions. The incumbent provides substantial staff support to the Board of Regents, Investment and Facilities Committee, including agenda item preparation and policy development and implementation. The position also supervises and directs department staff to manage department priorities and workload, including staff assignments and flow.

STARTING GRADE: E

APPROXIMATE STARTING DATE: October 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor's degree plus seven (7) years of related professional and managerial experience OR a Master's degree in a business related field and at least five (5) years of professional and managerial experience. Preference will be given to candidates with a CPA, who have three (3) years of direct supervision experience and ten (10) years of experience working in a related field of business, preferably within higher education or government.

KNOWLEDGE, SKILLS, AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. It is recommended that applicants for this position address each of the following items in the letter of application:

- Knowledge of financial markets, finance, endowments and regulations related to endowments
- Knowledge of debt issuance and banking
- Understanding of accounting as it relates to investments
- Strong understanding of higher education accounting and business practices

- Strong written and verbal communication skills
- Ability to problem solve
- Great attention to detail and leadership abilities

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas:

Debt Management:

- Procurement of financing for all NSHE institutions and manage existing debt
- Coordinate with bond counsel, system staff and consultants to ensure the collection of appropriate and accurate information for current and potential creditors and bond holders, rating agencies and the Securities and Exchange Commission filings
- Maintain required information related to debt with timely and accurate payment of debt service for the system.

Endowment and Operating Pool Management:

- Oversight of the investment of the System's endowment and operating pool funds
- Maintain policies and procedures for compliance and maintain adequate internal controls related to endowment and operating fund transactions
- Ensure accurate valuation of the pool's assets and individual accounts within the pools
- Ensure appropriate fund manager monitoring related to investments held within the pool
- Prepare endowment related reports for stakeholders such as Institutional staff and foundation offices, Board of Regents and donors
- Maintain permanent records for all endowment accounts and prepare operating pool related reports for stakeholders such as Board of Regents, institutional staff and auditors

Daily cash and investment management:

- Ensure that all NSHE funds are invested in accordance with Board policies and directives
- Ensure adequate internal controls are maintained related to cash management
- Ensure timely and accurate reporting of and recording of investment transactions.

System Office Accounting Oversight:

- Supervise System Administration accounting document processing and provide oversight of department administrative support
- Ensure appropriate reconciliation of System G/L accounts
- Manage and develop System Administration internal policies related to accounting and travel
- Ensure accurate and timely bank reconciliation's are prepared by all NSHE institutions
- Manage outsourced controller contract with UNR and ensure System objectives are met in a timely, cost effective and efficient manner

Board of Trustees of the College Savings Plans of Nevada:

- Represent the Chancellor on the College Savings Board of Nevada in the Office of the State Treasurer
- Attend bimonthly meetings

- Review all meeting materials and make decisions that shape the future of the various college savings plans made available by the State of Nevada

Investment Committee:

- Work with appropriate parties to create agenda item requests and materials related to treasury functions
- Prepare routine and ad hoc reports
- Review minutes and Board materials for accuracy
- Provide information and solve problems for committee members

Audit Compliance and NSHE Financial Statements:

- Primary oversight for ensuring the audit requirements of the System Administration and the Finance Department are completed in a timely and accurate manner

TO APPLY: The application process will be handled through the Consensus Search on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses, and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <http://system.nevada.edu/Careers/index.htm>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until position is filled; however, to ensure full consideration, applications should be submitted by **September 10, 2017**.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity or gender expression.