The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Senior Budget Analyst. This is a renewable, full-time, non-tenured, administrative position and reports to the Vice Chancellor for Budget and Finance. The position will be located in Reno, Nevada. 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 rapid growth, with significant challenges and opportunities in serving 105,000 students and 12,000 employees.

The Senior Budget Analyst position assists in the development, analysis and reporting of NSHE budgets, accountability and finance reports; assists in the preparation of supporting summaries, schedules and reports on budget and finance data; assists in preparing responses to requests for budget and finance related data; assists in fiscal year end state accounting reconciliation process and other System Administration and state accounting and reporting functions; and performs other budget and finance related tasks as required. This position also assists with the coordination, execution and monitoring of NSHE financial operations and works closely with the Legislative Counsel Bureau, Executive Budget Office, NSHE institutions and other entities to ensure effective coordination and conduct research and analysis of complex fiscal issues.

The Senior Budget Analyst ensures that all budgetary activities are coordinated between institutions and in concert with established Regent policy and Executive/Legislative branch mandates. The position also performs special projects as requested.

**SALARY:** Grade 6

**APPROXIMATE STARTING DATE:** August 1, 2015

**MINIMUM QUALIFICATIONS:** Successful candidates must have an earned Bachelor’s degree from an accredited institution in business, public administration, accounting, finance, economics or a related field and three to five years of experience directly applicable to the position in higher education or other public sector entity of similar size and scope.

**KNOWLEDGE, SKILL, 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 their letter of application:

- Knowledge of accounting and budget principles, as well as state government and legislative operations and procedures
- Ability to perform mathematical applications and determine the reasonableness of calculations
- Ability to analyze issues, identify the strengths and weaknesses of proposed options, as well as development of alternative solutions and approaches to problems
- Must be able to complete projects on-time and in an accurate manner
- Ability to communicate in an informative and concise manner, both orally and in writing
Solid understanding of and competency with personal computer spreadsheets and database applications

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

- Assist with the development, analysis and reporting of NSHE budget, accountability and finance reports
- Preparation of supporting summaries, schedules and reports on budget and finance data
- Activities related to successful completion of the fiscal year-end state accounting reconciliation process
- Assist with development of agenda material for financial related items for review and approval by the Board of Regents
- Assist with preparing fiscal notes related to proposed legislation that impacts the NHSE
- Coordination of NSHE responses to questions from State and Legislative Budget staff
- Point of contact for fiscal surveys; draft responses for public, State/Legislative Counsel Bureau or press inquiries

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume, detailed cover letter, and the 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. Review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via the 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 the position is filled; however, to ensure full consideration, applications should be submitted by July 10, 2015.

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.