

**The Nevada System of Higher Education
Position Announcement
For
Senior Budget Coordinator**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of Senior Budget Specialist. This is a renewable, full-time, non-tenured, administrative position and reports to the NSHE Business Manager. 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 growth with significant challenges and opportunities in serving over 100,000 students and 12,000 employees.

Duties include, but are not limited to, collaborating with Finance Department personnel to assist with budget, banking and investments, and other the fiscal duties. Oversee the process of validating the accuracy of payment documents and the adequacy of budgets and submitted requests. Compile data and revise to align program goals with budgetary requirements; provide analysis and evaluation of a unit or a program's annual budget; provide training and guidance concerning the proper funding of expense requests. Conduct analysis of budgets and preparation of monthly reconciliation reports and quarterly Board of Regents fiscal exception reports. Interpret budget and fiscal policies and procedures. Monitor and track expenses to determine whether additional funds are required for specific areas. Serve as the Workday analyst and representative during and after the implementation; provide training and technical assistance and monitor business process for completion. This position is also responsible for assisting with the System's daily treasury management. Performs other related duties as assigned.

SALARY: Grade C

APPROXIMATE STARTING DATE: April 15, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have an earned Bachelor's degree from a regionally accredited institution and five years professional experience directly applicable to the position. Alternatively, a Master's degree in a relevant field with three years of professional experience or an Associate's degree with seven years of professional experience or the equivalent of ten years of related professional experience. The successful candidate must have demonstrated experience in budget, accounting or general business. Experience in higher education is preferred.

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 accepted accounting practices. Budget preparation, practices and procedures including report preparation.
- Demonstrated experience using ERP systems, web-based applications and advanced knowledge of Microsoft Office products.

- Understand the implications of new information for both current and future problem-solving.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Organization and attention to detail are required.
- Strong ability to communicate verbal and written information.
- Ability to work without supervision and with a high degree of accuracy.
- Experience working with NSHE policies and procedures is preferred.

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

- Prepare and analyze department budgets and amendments
- Prepare and analyze accounting reports to maintain expenditure controls
- Prepare budget and fiscal reports
- Interpret NSHE and State budget and fiscal policies and procedures
- Daily cash management
- Communication with fund managers, NSHE institutions and vendors
- Collection, compilation and analysis of investment and facilities information
- Prepare and process journal vouchers
- Prepare and process electronic funds transfers
- Maintenance and organization of department's electronic filing system
- Present and provide group and individual training

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 the position is filled. The review of application materials will begin upon submission; to ensure full consideration, applications should be submitted by **March 26, 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.