



IVGID Job Announcement

IVGID is currently accepting applications for a **Controller**. This is a full time, year round, salaried (exempt) position with the Finance team.

Compensation: \$100,204.00 - \$120,245.00 per year DOE.
(listed min. to mid. of range)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: This position is Open Until Filled
We are an Equal Opportunity Employer

Date Posted: 01/26/23

SUMMARY

Under direction of the Director of Finance, performs high-level administrative and technical accounting, and financial reporting in support of the District's operations, cash management, capital asset and debt administration. Responsible for the overall integrity of the District's general ledger, internal and external financial reports, and compliance documents; regularly supports preparations of reports and presentations for the Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Performs a wide variety of complex and detailed professional accounting, financial and analytical functions while exercising a high degree of decision making that involves interpretation and application of laws, policies, practices and procedures, including analysis of fact and circumstances.
3. Manages the day-to-day operations of the Accounting Division, including supervision of assigned professional, technical and administrative staff.
4. Responsible for the overall integrity of the District's general ledger by ensuring timely and accurate posting of all activity, including both system-generated and manual transactions.
5. Supports transactions processed by the Accounting Division through active participation, including initiation, editing or approvals of entries to Accounts Payable, Purchase Orders, Construction and Project Management, electronic payments and transactions requiring confidential (i.e. HIPAA) processing.
6. Assists in the preparation of reports that summarize and analyze District business activity and financial position in areas of income, expenses, and sources and uses based on past, present and expected operations.
7. Responsible for management and coordination of all activities related to the annual independent financial audit, including preparation of the District's Comprehensive Annual Financial Report.

8. Provides support to periodic audits of District operations and internal controls.
9. Assists with the preparation of the District's annual consolidated operating and capital budgets and multi-year capital plan for presentation to the Board, the public, and Department of Taxation.
10. Assists with the preparation of monthly, annual and ad hoc financial reports for use by management and the Board of Trustees; prepares reports required by regulatory agencies
11. Performs advanced level analysis of District operations including projections of future operating and capital costs, cash flow and rate structures.
12. Responsible for ensuring District-wide compliance with internal controls, accounting policies and procedures; regularly reviews opportunities to update current procedures, in support of continuous process improvements consistent with best practices.
13. Ensures the integrity of the District's computerized financial accounting system by obtaining and maintaining expertise on the system; troubleshooting and solving system processing problems. Assists other employees in the use of the software, while maintaining confidential and controlled access to data.
14. Ensures legally required certificates and licenses such as Liquor License, Health Certifications and Business Licenses are obtained, distributed and posted as necessary.
15. Develops and administers annual operating and capital improvement budgets for assigned area of responsibility; monitors and controls budgets utilizing a computerized financial accounting system.
16. Assists in the development of the goals and objectives for the Finance Division.
17. Establishes and maintains effective working relationships with internal customers; interfaces with other District staff to research and resolve a variety of accounting related issues; prepares detailed and statistical reports and analysis as requested including preparation of measurements useful to District Operating Managers for analysis of their operations.
18. Establishes and maintains effective working relationships with business partners, including representatives of banks, auditing firm and computer software vendors.
19. May input and/or monitor employee time & pay records using an automated system. Ensures records are accurate each month.

SUPERVISORY RESPONSIBILITIES

Responsible for managing Accounting Division staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA or BS) in Accounting; and six years related experience with automated financial and accounting systems, plus Certified Public Accountant (CPA) or MBA or equivalent combination of education and experience. Two years public sector experience preferred.

KNOWLEDGE

Thorough knowledge of the principles, practices, and methods of current public sector accounting, auditing and budgeting methods; principles and practices of leadership, management and supervision; knowledge of FASB and GASB pronouncements and the rules and preparation of financial statement in compliance with these rules; principles and administration of internal controls, knowledge of the principles and practices of management and supervision; knowledge of

methods and techniques of data collection, analysis and report preparation, extensive knowledge of word processing, spreadsheets, database and presentation computer applications for accounting records, budget preparation and financial analysis.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to develop presentations and write articles for publication that conform to prescribed style and format. Ability to effectively present information, findings, recommendations and policies to individuals and groups in an understandable and persuasive manner. Ability to effectively respond to inquiries, concerns or complaints from employees, customers, regulatory agencies, members of the community and/or Board of Trustees. Ability to maintain composure when responding to inquiries or complaints.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to review and analyze financial transactions and reports. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical data and deal with several abstract and concrete variables. Ability to analyze complex administrative, financial, operational and organizational problems, evaluate alternatives, project consequences and select and/or recommend and implement appropriate solutions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Certification as a Certified Public Accountant (CPA) or MBA. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative, analytical, interpersonal, and customer service skills; strong computer skills for Microsoft Office, database and financial accounting applications; ability to operate 10-key by touch; develop, mentor and supervise staff, while directing and evaluating assigned work; effectively work under pressure of deadlines organize priorities to meet conflicting demands; using initiative and independent judgement, maintain status of on-going projects; establish, foster, and maintain effective working relationships with all levels of employees, elected officials and members of a diverse community; gain and maintain cooperation through discussion and education; effectively deal with conflict and changing circumstances; and ability to work a schedule which includes occasional weekends and holidays.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and risk of electrical shock. The noise level in the work environment is usually moderate.