



**CHURCHILL COUNTY**  
invites applications for the position of:

## Comptroller

**SALARY:** \$7,370.13 - \$9,907.73 Monthly  
\$88,441.60 - \$118,892.80 Annually

**OPENING DATE:** 09/20/17

**CLOSING DATE:** 10/30/17 10:00 AM

### POSITION SUMMARY:

**Attention: Application deadline extended to October 30, 2017!** Are you an accounting professional who is a master at overseeing an organization's finances and budgeting process? Do you like being the go-to person regarding financial recommendations and decisions for the organization? Can you successfully foster cooperative relationships with a myriad of people and agencies with whom you come in contact? If so, consider applying to be the Comptroller for Churchill County, Nevada (located in Fallon, NV). Apply online at [www.churchillcounty.org/careers](http://www.churchillcounty.org/careers) by Monday, October 30, 2017 at 10:00 AM

### OUR COUNTY

Located in the high-desert environment of the Great Basin in north-central Nevada, Churchill County is a rural community of 24,000. The County is located in northern Nevada, nearly equidistant from both the City of Reno and the state capital of Carson City. An hour's drive brings Churchill County residents to either the hub of Nevada's political and governmental sites in the capital, or to the business and recreational opportunities in the Reno-Lake Tahoe area.

In the other direction lies the vast open expanses of the "true West" offering excellent outdoor recreational access for fishing, hunting, camping, wildlife viewing and off-road activities. The County presents attractive and accessible opportunities for businesses, retirees, families and visitors seeking the unique mix offered here -- a small-town atmosphere, economic growth, diverse recreation, well-preserved history, and an environment that values the land. In fact, the County has an abundance of renewable energy resources. The median home price in our community is \$170,000.

The County hosts a strong agricultural community, boosted by the National Reclamation Act of 1902 which diverted water from two rivers that allowed the arid desert land to be irrigated and reclaimed for agriculture. Churchill County is also the home to Fallon Naval Air Station, home of the Naval Strike and Air Warfare Center (NSAWC) and the Navy Fighter Weapons School (TOPGUN).

### THE POSITION

Applications are invited for the full-time, regular position of Comptroller for Churchill County. Serving at the pleasure (and under the direction) of the County Manager, the Comptroller sets the financial direction and oversees the county budget and supervises a staff composed of one part-time and four full-time employees.

This is a challenging time for Churchill County, as the current head of the Comptroller's Office is retiring after manning the helm for 25+ years. In addition to overseeing the financial operations of the county, the new Comptroller will come on board just as the budget process is getting underway. The county is also in the process of changing over the software systems it utilizes for accounting and payroll functions (to Tyler Technologies' Incode product), and the Comptroller will need to buy in quickly and help implement the change. The Comptroller will be the one to lead the county and Comptroller Office teams to achieve the goals set by the Commissioners, County Manager, and Comptroller.

The County is looking for a self-motivated, multi-tasking individual who is willing to meet challenges and develop creative solutions to meet the needs of the county and the community. Innovation,

creativity, and an upbeat and positive attitude are encouraged in this position.

### TO APPLY

Applicants must apply online at [www.churchillcounty.org/careers](http://www.churchillcounty.org/careers) by Monday, October 30, 2017 at 10:00 AM. Applicants are strongly encouraged to include a cover letter and a résumé (three pages or less) with their online application.

An evaluation of all applications received will be conducted. Those candidates who appear to be the most qualified and meet the county's needs will be invited to participate in the selection and/or interview process. Candidates may be required to take a written test and/or a test on computer skills in conjunction with an interview. The selection process may also include a test of work-related tasks which will be evaluated. **Portions of the selection process for the Comptroller may be subject to Nevada Open Meeting Law, which means applicant information may be required to be divulged and discussed in public.**

**Position Summary:** Under direction of the County Manager, provides for the financial integrity of the county, protecting county assets, and maintaining accurate financial and accounting records; organizes and directs the Comptroller's Office, including accounting, payroll, collections, and accounts payable functions; represents the county on a variety of matters at the local and state level; coordinates the issuance and managing of debt; recommends and manages fiscal policies.

**Distinguishing Characteristics:** This class manages a broad range of financial activities for the county. The incumbent is accountable for accomplishing department goals and objectives and for furthering county goals and objectives in a quality improvement environment within general policy guidelines. This is a Department Head position which serves at the pleasure of the County Manager.

### ESSENTIAL FUNCTIONS:

*This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.*

- Demonstrates regular, reliable and punctual attendance.
- Plans, develops, directs, coordinates and evaluates programs and services offered by the department and conducts needs assessments for new programs and services.
- Recruits, selects, trains, supervises, assigns, evaluates and guides employees.
- Establishes program goals, objectives, policies and procedures; evaluates operational effectiveness and efficiency.
- Provides complex interpretations of laws, regulations and policies.
- Under the County Manager's direction, develops, prepares and manages the county's budget, in consultation with the Department Heads, Elected Officials, County Manager and County Commissioners; trains county and department staff on budget development and administration; administers and maintains county budget; develops timelines within statutory provisions; produces revenue projections and fiscal monitoring of financial data during budget cycle; participates with the Board of County Commissioners in the development and implementation of program goals, objectives, policies and priorities.
- Plans and prepares the Comprehensive Annual Financial Report (CAFR) for the county in connection with the independent auditor; directs and trains staff in the preparation of financial schedules need for the report; reviews and approves accounting and auditing schedules and interpretations.
- Directs and conducts analytical studies and internal audits; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files.
- Prepares and maintains a financial plan for the county; prepares various planning documents, including the Debt Management Plan and contingency plans; provides regular updates of the county's financial condition.
- Reviews and approves the methods and records to identify, assemble, analyze, classify, record and report the county's financial transactions and maintain accountability for related assets and liabilities.
- Prepares and completes special projects for the County Manager, Board of Commissioners or other departments, including labor negotiations, development of investment policy, risk management, equipment replacement and legislative matters.

- Confers with elected officials, members of other departments and staff of other governmental agencies regarding financial matters; facilitates the resolution of problems and the development of coordinated policies; makes presentations to applicable department personnel and governing bodies.
- Represents the county on local, regional, and statewide boards and/or committees related to fiscal governance and risk management.
- Represents the county with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

## **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience**

Bachelor's Degree in Accounting, Business Administration, Economics or a closely related field; AND five (5) years of management level experience in financial management, auditing and accounting, with a minimum of two years of supervisory experience; OR an equivalent combination of education, training, and experience.

Previous experience in the public sector is desirable.

### **Required Knowledge and Skills**

Knowledge of:

- Principles and practices of accounting, budgeting, auditing and financial management.
- Principles and practices of public finance.
- Administrative management principles and practices.
- Supervisory principles, practices and methods.
- County policies, procedures, rules and regulations.
- Computer applications related to the work. *Knowledge of Incode software (by Tyler Technologies) is desirable.*

Skill in:

- Planning, developing, implementing and monitoring policies, procedures, rules and regulations.
- Operating a personal computer and various software applications.
- Analyzing complex fiscal and accounting records and preparing accurate, complete statements and reports.
- Effectively supervising, leading and delegating tasks and authority.
- Effective oral and written communications, with individuals, groups, and in a public meeting setting.
- Establishing and maintaining effective working relationships with County senior management, other department heads and the general public.
- Following and effectively communicating verbal and written instructions.
- Working independently or as a team member.

### **Required Certificates, Licenses and Registrations**

- Certified Public Accountant (CPA).
- Possession of a valid State of Nevada Driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

### **Conditions of Employment**

1. *Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*
2. *New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).*
3. *Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.*

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.churchillcounty.org/hr>

Position #2017-26  
 COMPTROLLER  
 GS

155 N Taylor Street, Suite 155  
 Fallon, NV 89406  
 (775) 428-1311

[gdstark@churchillcounty.org](mailto:gdstark@churchillcounty.org)

### Comptroller Supplemental Questionnaire

- \* 1. Please indicate your highest level of education:
  - No High School Diploma (HSD) or GED
  - HSD or GED
  - Some College
  - Associate's Degree
  - Bachelor's Degree
  - Master's Degree
- \* 2. If you received a college degree, in what field(s) did you receive your degree(s) referenced above? If you have multiple degrees, be sure to list each degree and the field of study.
- \* 3. Are you certified as Certified Public Accountant (CPA)?
  - Yes
  - No
- \* 4. How many years of management-level experience do you have in financial management, accounting, and/or auditing?
  - No Experience
  - 1 month to 2 years of experience
  - 2 to 5 years of experience
  - 5 to 7 years of experience
  - 7 to 10 years of experience
  - Over 10 years of experience
- \* 5. In your answer to the experience question above, does the experience include the following: budgeting, financial analysis, preparation and review of financial statements (e.g. CAFR), etc?
  - Yes
  - No
- \* 6. How many years of experience do you have in developing budgets in the public sector?
  - No Experience
  - 1 month to 1 year of experience
  - 2 to 3 years of experience
  - 3 to 5 years of experience
  - Over 5 years of experience

- \* 7. Do you have a minimum of two (2) years of the required experience in a supervisory capacity?
  - Yes
  - No
- \* 8. Briefly give a summary of your experience with respect to the preparation and review of audited financial statements (e.g., Comprehensive Annual Financial Report, component units, etc.)
- \* 9. Briefly summarize your experience with budgeting and related analysis and projections.
- \* 10. Describe your experience, if any, with financial accounting software conversions and/or upgrades?  
If no experience, enter "N/A".

\* Required Question