

**CLARK COUNTY**

Department of Human Resources
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Las Vegas, NV 89155-1791

<http://www.clarkcountynv.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
MANAGER FISCAL & REVENUE OPERATIONS**

Department Name: Treasurer
Exam Number: 24746

SALARY

\$41.62 - \$64.49 Hourly

OPENING DATE: 03/14/23

CLOSING DATE: 03/28/23 05:01 PM

ABOUT THE POSITION:

The Clark County Treasurer's Office is seeking qualified candidates for the position of Manager – Fiscal & Revenue Operations. This position may be utilized in either the Treasury Services or Tax Receiver areas of the Treasurer's Office. The Treasury Services position manages the entire range of financial functions in the department including the areas of accounting, corporate banking, investment portfolio monitoring, special improvement district assessment administration, debt service, and audit engagement coordination. The Tax Receiver position manages all aspects of the tax receiver functions including real property tax billing, collection and processing; taxpayer communications and customer service; delinquent tax collection efforts; processing redemptions, re-conveyances, tax certificates, and trust deeds; and oversee the trust deed auction function. Additionally, they both support the administrative functions of the Treasurer and Asst. Treasurer.

This examination will establish an Open Competitive Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by Human Resources.

Human Resources reserves the right to call only the most qualified applicants to the selection process.

This position is a management position and excluded from membership in the union.

NOTE: A cover letter and resume are required in addition to the completed employment application. Candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in property tax billing, collection, distribution, reconveyances, redemptions, auctions; governmental and fund accounting, budgeting, recording, reporting; government contracts, banking and investment monitoring, recording, reporting; and supervisor/manager experience in the aforementioned areas. Applications submitted without a copy of the candidate's resume and cover letter are incomplete and will not be considered.

MINIMUM REQUIREMENTS

Education and Experience: Bachelor's Degree in Accounting, Finance, Economics, Business or Public Administration, or a related field AND four (4) years of full-time professional level

experience in accounting, budgetary and financial analysis, and reporting OR real or personal property tax, revenue billing, collection, processing, and customer service, preferably in a public agency setting, including three (3) years of supervisory experience. Equivalent combination of formal education and appropriate related experience may be considered. Possession of an applicable advanced degree and/or a related certification (i.e. Certified Public Accountant-CPA, Certified Treasury Professional-CTP) is desirable.

Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical and office support staff. Oversees or provides for the selection, training, professional development and discipline of staff. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the division; Directs the preparation and administration of the department's budget and grants. Gathers and analyzes information regarding revenue operations. Directs and participates in the development and reporting of performance measures; updates and revises operational plans. Oversees collections of receivables. Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures. Prepares and administers Revenue Operations budget. Supervises financial record keeping and reporting functions; ensures compliance with County and State ordinances and regulations; analyzes and directs the distribution of finances to various funds, as provided by ordinance and funding source restrictions. Uses spreadsheet software, prepares and analyzes journal entries, and performs a variety of professional accounting work to maintain and report departmental financial status. Directs the conduct of and conducts analytical studies; develops and reviews reports of findings, alternatives and recommendations; directs the maintenance of accurate records and files. Directs the preparation of a variety of written correspondence, reports, procedures and other written materials; directs the maintenance of accurate financial records and files. Serves as a member of various committees and task forces related to areas of expertise. Uses standard office equipment, including a computer, in the course of the work; may drive a personal or County motor vehicle or arrange for appropriate transportation in order to attend off-site meetings and visit off-site County locations.

PHYSICAL DEMANDS

Mobility to work in a typical office setting, use standard office equipment, and be capable of commuting to various locations to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

An Equal Opportunity Employer

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MANAGER FISCAL & REVENUE OPERATIONS Supplemental Questionnaire

- * 1. In order to be considered for this position, you must include a resume and cover letter in addition to the application. Applications submitted without a resume and cover letter will be considered incomplete. Resumes and cover letters may be attached to the on-line application or emailed to telauna.byamugisha@clarkcountynv.gov.
- I understand I must include a resume and cover letter in addition to the completed application in order to be considered for this position. I further understand these must be submitted by the closing date listed on the posting announcement.
- * 2. Candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in property tax billing, collection, distribution, reconveyances, redemptions, auctions; governmental and fund accounting, budgeting, recording, reporting; government contracts, banking and investment monitoring, recording, reporting; and supervisor/manager experience in the aforementioned areas.
- I understand that candidates may be invited to the selection process based on specific criteria listed in the resume, such as experience in property tax billing, collection, distribution, reconveyances, redemptions, auctions; governmental and fund accounting, budgeting, recording, reporting; government contracts, banking and investment monitoring, recording, reporting; and supervisor/manager experience in the aforementioned areas.
- * 3. **The following questions 3-7 will be used to assist in determining if candidates meet the minimum qualifications.**
Which describes your highest level of education?
- Some High School
 High School Diploma or GED
 Trade School or Technical Degree
 Some College (1-29 semester credits)
 Some College (30-59 semester credits)
 Some College (60-89 semester credits)
 Some College (90-120+ semester credits)
 Associates Degree
 Bachelor's Degree
 Master's Degree or higher
 None of the above
- * 4. List all degrees received that are directly related to the position (see template below).
College/University:
Did you graduate:
College Major/Minor:
Semester Credits Completed:
Degree Received:
- * 5. Indicate your full-time professional experience in accounting, budgetary and financial analysis and reporting OR real or personal property tax, revenue billing, collection, processing and customer service.
- No Experience
 Less than 5 years
 5 to 6 years
 6 to 7 years
 7 to 8 years
 8 to 9 years
 More than 9 years
- * 6. Indicate your full-time professional experience in a supervisory/management role in a professional accounting environment.

- No Experience
- Less than 2 years
- 2 to 3 years
- 3 to 4 years
- More than 4 years

- * 7. Please list the employer(s) on your application where your experience was obtained in question(s) 5-6. Type N/A if you have no related experience. See Template Below.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

- * 8. **The following skills assessment is a self-assessment used to evaluate an applicant's training and experience.**

I understand that:

A) Part-time experience must be prorated and credited as half of full-time experience (i.e., if you performed the task for two years in a part-time position, 20 hours per week, you can only credit yourself with one year of experience in that area)

B) The education, knowledge, and experience levels indicated by my skills assessment responses must be supported and clearly documented in the "Education" and "Work Experience" sections of my application;

C) Any falsification or misrepresentation of the information listed on the employment application or skills assessment may result in removal from the eligibility list or rescinding a job offer;

D) Responses to assessment questions that are not supported and clearly documented in the "Education" and "Work Experience" sections on the application may result in question scores being adjusted to receive zero points;

E) Assessment scores may be used to consider applicants for the selection process;

F) I further understand that since exam scores will be automatically generated based on the applicant's response to each item in the assessment, score appeals will not be allowed for this recruitment.

I have read and understand the above information regarding the completion of the following skills assessment questions. I further understand that this recruitment includes a skills assessment and that the answers I provide must be consistent with the "education" and "work history" sections detailed on my application and that scoring appeals will not be allowed for this recruitment.

- * 9. Indicate your full-time professional experience in managing or supervising a department handling fiscal, financial, investment monitoring, budgeting and/or corporate banking services activities.

- No Experience
- Less than 4 years
- 4 to 8 years
- 8 to 12 years
- More than 12 years

- * 10. Indicate your full-time professional experience in the managing or supervising of department customer service functions, handling tax revenue billing, collection and processing, delinquent tax collections, trust deed auctions or certificate sale.

- No Experience
- Less than 4 years
- 4 to 8 years
- 8 to 12 years
- More than 12 years

- * 11. Please list the employer(s) on your application where your experience was obtained in question(s) 9-10. Type N/A if you have no related experience. See Template Below.

Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:

- * 12. Indicate your full-time professional experience in managing or supervising a department in the public sector (i.e., at state, county, or local government agency).

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 13. Indicate your full-time professional experience working with elected and appointed officials at state, county, or local government agencies.

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 14. Indicate your full-time professional experience working with external auditors on a public agency audit.

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 15. Please list the employer(s) on your application where your experience was obtained in question(s) 12-14. Type N/A if you have no related experience. See Template Below.

Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:

- * 16. Indicate your full-time professional experience in managing or supervising the administrative services functions (i.e., hiring, training, reviewing, evaluating, disciplining, and developing staff) and the day to day operations of the department.

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 17. Please list the employer(s) on your application where your experience was obtained in question(s) 16. Type N/A if you have no related experience. See Template Below.

Employer Name:
Job Title:
Hours Worked Per Week:
Dates of Employment:

- * 18. Indicate your full-time professional experience working with principles and practices of general, governmental and fund accounting, including methods of financial reporting and financial statement preparation.

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 19. Indicate your full-time professional experience utilizing automated accounting systems such as SAP and Peoplesoft.

- No Experience
 Less than 4 years
 4 to 8 years
 8 to 12 years
 More than 12 years

- * 20. Please list the employer(s) on your application where your experience was obtained in question(s) 18-19. Type N/A if you have no related experience. See Template Below.

Employer Name:

Job Title:

Hours Worked Per Week:

Dates of Employment:

- * 21. Do you currently hold a valid driver's license?

- Yes, I currently hold a valid Nevada driver's license
 Yes, I currently hold a valid driver's license from another state.
 No, I do not currently hold a valid driver's license.

- * Required Question