

Supervisor, Audit Division, Reno

Supervisor, Audit Division

Reno

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Supervisor in the Audit Division (Division). This is an unclassified, full-time position located in Reno, Nevada.

Position

A Supervisor, under administrative direction of a deputy chief or other designee, provides direction and control over senior agents, special agents, and respective functional areas; assures successful completion of group goals; assists in policy formulation; and analyzes complex financial information. This position may also function in a staff capacity, performing related work as required.

A Supervisor's general duties include the following:

- Develops and monitors team goals;
- Establishes time budgets and deadlines for assignments;
- Completes timely routing of correspondence and reports developed by staff, including audit reports, audit committee summaries, and regulation violation letters;
- Attends audit pre-opening meetings, audit conferences, audit closing conferences, and audit committee;
- Uses field and office supervision to monitor assignment progress, agent development, and timely problem resolution;
- Presents material to audit committee;
- Performs final and qualitative/compliance reviews as necessary;
- Answers technical questions from staff and licensee personnel;
- Researches issues as applicable;
- Advises supervisors of material problems encountered in a timely manner;
- Coordinates the use of manpower and equipment and delegates responsibilities based upon need and ability of agents;
- Responsible for the timely and accurate completion of Division and state evaluations within respective group;
- Makes recommendations regarding the promotion and hiring process;
- Ensures administrative compliance with Division and Board policies by assigned staff, including the timely completion, accuracy, and routing of travel expense claims, overtime, and leave requests;
- Oversees the issuance of numerous periodic divisional administrative reports, issued monthly, quarterly, or annually;
- Drafts regulation and statute proposals;

- Assists in policy formulation and advises staff of changes in a timely and appropriate manner;
- Chairs or attends senior agent meetings; and
- Attends management meetings.

Applicants will be screened for possession of the following through written, oral, performance, or other evaluation procedures:

- Working knowledge of the interpretation and application of gaming regulations, statutes, policies, and procedures occurring in the audit process;
- Working knowledge of the interpretation and application of Board and Division directives as applied to administrative procedures;
- Working knowledge of supervisory concepts and practices;
- General knowledge of generally accepted auditing standards and application to Division procedures and reports;
- Ability to observe, critique, and prepare formal, written evaluations of the work of staff;
- Ability to effectively supervise multiple audits, each involving several complex areas;
- Ability to resolve employee conflicts using modern management techniques;
- Ability to effectively communicate orally and in writing;
- Ability to prepare and present complex material for Board and Commission review;
- Ability to prepare non-standard correspondence and memoranda; and
- Ability to deliver brief oral reports when necessary.

Travel

In-state and out-of-state travel will be required outside of normal business hours.

Recruitment

This is an open, competitive recruitment for all qualified candidates.

Location

The position is located in Reno.

Salary

The salary is up to \$124,848 and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid salary is also available with a reduced salary.

Minimum Qualifications

All applicants must be or have been a senior agent or special agent of the Audit Division and must possess an active Nevada CPA certificate.

How to Apply

All individuals who meet the minimum qualifications for this position are invited to apply by emailing their interest to LAndrade@gcb.nv.gov and GCBHR@gcb.nv.gov. Only resumes are required. **Applications of interest will be accepted through Friday, December 20, 2024, at 5 p.m.**

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.