

POSITION: **Comptroller, Elko Convention & Visitors Authority (ECVA),
Elko, Nevada**

RESPONSIBILITIES: The Elko Convention and Visitors Authority is seeking candidates for the position of Comptroller. The Comptroller works under the direction of the Executive Director; performs a variety of duties to maintain the accounting records of the Authority; accounts receivable/payable, operating budget, cash and investment controls, monthly and annual financial statements. Additionally maintains the Authority's employment and personnel records, prepares payroll and all related reporting requirements.

The Comptroller will be expected to prepare financial statements, monthly for presentation to the ECVA Board of Directors and annually for the fiscal year audit, including the management's discussion and analysis, required supplemental information and other related accounting functions.

QUALIFICATIONS: Knowledge of Full General Ledger Accounting practices and principles is required. Knowledge of Governmental accounting and financial record keeping is also required.

COMPENSATION: Salary negotiable, depending on qualifications and experience. A Comprehensive benefit package including full medical coverage and State retirement program is offered.

APPLICATION: Please pick up an Application for Employment and a complete job description at the Elko Convention Center Business Office located at 700 Moren Way, Elko, NV 89801 between 8AM and 5PM Monday through Friday. A resume alone will not be accepted. Applications along with a letter of interest, resume, and salary history must be turned in to the Elko Convention Center Business Office.

Equal Opportunity Employer