



# Invitation to Apply **IVGID DIRECTOR OF FINANCE** Incline Village/Crystal Bay, Nevada



## About Our Position

This position is responsible for the overall leadership, direction and management of the Incline Village General Improvement District's (IVGID) Finance/Accounting and Revenue Office. Responsible for the implementation and management of applicable internal controls for IVGID's fifty plus million dollar budget; preparing reports and providing presentations to the Board of Trustees by performing high quality administrative, technical and professional work, and supervising staff and management of resources consistent with the general administrative direction of the General Manager.

## Who We Are

Established in 1961 by Washoe County under Nevada Revised Statute, Chapter 318, the Incline Village General Improvement District (IVGID) was chartered to provide water, sewer, trash and recreation services for the Incline Village and Crystal Bay communities. Governed by an elected Board of Trustees, acting on behalf of the electorate to set policy and determine strategies for accomplishing the charter. Within statute limits, IVGID is empowered to determine what facilities and services to offer that preserve or enhance the general health, safety and welfare of the community.

Located on the north shore of beautiful Lake Tahoe, the community includes approximately 9,400 parcels in an unincorporated rural area of Washoe County. This area enjoys a variety of year-round amenities, to include District Administration, Golf, Parks & Recreation (to include Tennis/Pickleball & Beach operations), Food & Beverage, and Wedding and Events. Several of our venues operate seasonally; as such, the District may employ an average of 500 employees at any given time during the year. These employees include seasonal, part time and full time-year round staff.



## Who We Are Looking For

A dedicated and accomplished financial professional to lead the Finance, Accounting and Revenue team. This key role involves managing District financial operations, implementing and ensuring robust internal controls and preparing critical reports and presentations. A strong, hands-on leader with demonstrated ethical standards to inspire teamwork and collaboration, while serving as a role model and mentor to staff. The candidate will play a pivotal role in guiding the District's financial health and strategic direction.

## Responsibilities Include

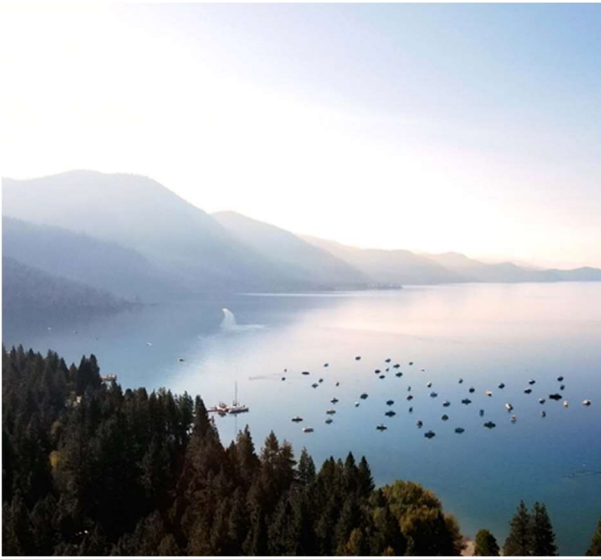


- Direct and coordinate daily operations of the Finance/Accounting division to meet District processing, reporting and analysis needs, including supervision of monthly, annual and ad hoc financial reports for management and Board of Trustee review.
  - Oversee, coordinate and direct the analysis of data and make recommendations regarding revenue, expenditures, investments, inventory, indebtedness, bond issues and refinancing, leasing, capital improvement projects and infrastructure financing and cash requirements.
  - Oversee, coordinate and direct preparation of reports that summarize and analyze District business activity and financial position in areas of revenue, expenditures, and other sources and uses based on past, present and expected operations.
- Recommend, establish and monitor accounting, reporting and internal controls, Board Policies and Practices and District procedures related to District financials and budgets.
  - Oversee and coordinate the preparation of the District's Comprehensive Annual Financial Report, Capital Improvement Project Budget and Multi-Year Capital Plan.

**This position is OPEN UNTIL FILLED.**  
To apply: [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)

IVGID HR - [jobs@yourtahoeplace.com](mailto:jobs@yourtahoeplace.com) or 775-832-1100





## Responsibilities Continued

- Oversee, coordinate and direct the preparation of the District's annual consolidated operating and capital budgets for presentation to the Board, public and Department of Taxation. Ensuring compliance with Federal regulations and guidelines.
- Coordinate audits of District accounts, as directed by the District Audit Committee, and serves as management representative with the auditors in meeting the Auditor's Professional Responsibility.
- Establish and maintain effective working relationships with a variety of individuals and business partners, ensuring timely preparation of reports required by regulatory agencies and accuracy of related online registrations.
- Member of the Senior Management team involved in formulating and administering District policies and developing long-range goals and objectives through the District Strategic Plan.
- Collaborate with Human Resources to manage the District's risk insurance program, including liability, property and worker's compensation. Recommends the selection of insurance brokers, administrators and carriers to the General Manager or Board as necessary, completing required documentation to place insurance as directed.
- May act as General Manager on occasion in the absence of the current General Manager.

## Qualifications Include

- Bachelor's (BA/BS) degree in Accounting. Master of Business Administration (MBA) or Certified Public Accountant (CPA) preferred.
- Seven (7) years related experience automated financial/accounting systems, including five (5) years supervisory in a multi-functional environment. Five (5) years public sector experience preferred.
- Thorough knowledge of current principles, practices and methods of public sector accounting, auditing and budgeting methods.
- Knowledge of FASB and GASB pronouncements and the rules and preparation of financial statements that comply.
- High level of initiative and independent judgement within area of responsibility.
- Extensive knowledge and experience using Microsoft word, database, presentation and financial applications.
- Knowledge of fixed rate instrument investing, debt and lease financing.
- Experience reporting to a publicly elected Board and providing public services subject to public scrutiny is preferred, but not required.
- Knowledge of Tyler Enterprise system is a plus.
- Experience with Nevada specific reporting requirements is a plus.

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# Compensation

The District offers a fantastic and competitive total compensation package to compliment working at one of the most beautiful locations in North America – Lake Tahoe.

- \$214,000 - \$230,000 annual, depending on qualifications. *(Nevada does not have a State Income Tax)*
- District paid group medical, dental, vision and prescription for employee and percent for eligible employees.
- District paid short-term and long-term disability insurance.
- District paid \$50,000 life insurance for employee.
- Section 125 Flexible Spending Account and supplemental insurance options.
- 401(a) Pension with 13.3% of employee salary District contribution and 457(b) Deferred Compensation 8% District contribution with employee option to contribute additional amount.
- Eleven holidays and monthly accrual of sick and vacation leave.
- Recreation access to: Incline Recreation Center (indoor pool, fitness area, gym), Incline Tennis & Pickleball Center (8 tennis and 15 pickleball courts), Incline Golf Courses (two 18-hole courses, driving range, pro shop), Diamond Peak Ski Resort (655 acres of groomed and tree skiing trails).



# Application Process

**This position is OPEN UNTIL FILLED.** To apply: <https://www.yourtahoeplace.com/jobs/detail/410>

Must submit a District application with a cover letter and detailed resume.

*The recruitment process is being exclusively managed by the Human Resources Department.*

**Contact IVGID HR** - [jobs@yourtahoeplace.com](mailto:jobs@yourtahoeplace.com) or 775-832-1100

Candidate information will be screened utilizing the position criteria and the most highly qualified will be invited to participate in the selection process.

*Equal Opportunity Employer*

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