



JOB TITLE: Senior Accountant	POSITION TYPE: Salary Exempt
DEPARTMENT: Operations	HOURS PER WEEK: 40+
REPORTS TO: SVP, Chief Strategy Officer	LOCATION: Las Vegas, NV

Position Overview:

The Las Vegas Global Economic Alliance (LVGEA) is an economic development organization serving Clark County, Nevada; it is one of eight regional development authorities designated by the Governor’s Office of Economic Development. The LVGEA was created in 2012, although its economic development roots trace back to 1956. Since inception, the organization’s principal mission has been to expand and diversify the local economy. During the past 60 years, the LVGEA has worked with thousands of local businesses seeking to grow and new businesses seeking to relocate or expand into Southern Nevada, and in doing so, helped solidify the region’s place among the most dynamic economies in the nation.

Today, the organization’s mission is largely unchanged. In spite of whatever cyclical or structural challenges the community may be confronting, it is the job of the LVGEA to grow and diversify the economy. This means attracting and retaining businesses that expand the economy by: (i) bringing capital into the community through selling goods or services regionally, nationally, or internationally; or (ii) stopping the leakage of capital out of the community by attracting new businesses that provide goods or services that local businesses have historically needed to go out of market to procure. It runs the gamut from helping entrepreneurs with an innovative concept start a new business to assisting a Fortune 500 company relocate to Southern Nevada. Effective economic development is thoughtful and intentional; it is also opportunistic. The LVGEA’s primary purpose is to thoughtfully, diligently, and creatively find ways to convert opportunities into tangible outcomes that strengthen the local economy.

The LVGEA is seeking to hire a Senior Accountant to oversee the recurring financial administration of the LVGEA. This includes accounts payable, accounts receivable, expenditure tracking, credit card processing, payroll processing, journal entries, bank reconciliations, grant administration and the timely filing of tax forms. The Senior Accountant is principally responsible for the financial reporting of the organization, including the preparation and management of the LVGEA’s annual budget. They are required to work with internal leadership and staff as well as external contractors and vendors, including the LVGEA’s contracted CPA firm and external auditor. The Senior Accountant also provides assistance and guidance to both the President and Chief Executive Officer and Senior Vice President, Chief Strategy Officer on projects critical to the organization.



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Essential Job Functions:

- Oversee the day-to-day financial activities of the LVGEA; manage and monitor all accounts, ledgers and reporting systems; ensure compliance with appropriate standards and regulatory requirements
- Implement consistent accounting policies, practices and procedures while monitoring and maintaining internal control safeguards
- In coordination with organizational leadership, prepare and oversee the LVGEA’s annual budgets; update budget throughout the year as necessary
- Prepare monthly, quarterly and annual financial statements
- Ensure the integrity of accounting information by recording, verifying, consolidating and entering financial transactions
- Oversee bank accounts and provide monthly bank reconciliation
- Oversee organizational expenses, vendor and contract management
- Payroll administration and processing
- Management and processing of accounts payable and accounts receivable
- Oversee grant administration and compliance
- Staff Finance and Audit Committee meetings; assist with LVGEA Board meetings
- Prepare quarterly sales tax returns; oversee annual 990s and 1099s filings
- Coordinate with the LVGEA’s contracted CPA firm
- Prepare audit schedules and provide external auditors with information to comply with audit requirements in a timely manner

Qualifications:

- Undergraduate degree required, preferably in Accounting or Business Administration
- Minimum of five years’ relevant accounting experience; knowledge of grant accounting, single audits, or experience in a nonprofit a strong plus
- Experience with Quickbooks Online
- Demonstrated understanding of organizational, departmental and project budgets



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- Strong written and verbal communication; ability to present before an audience
- Strong interpersonal skills
- Effective time management and organizational skills
- A strong sense of ownership, accountability and urgency

Physical Aspects of Position (includes but are not limited to):

- Sitting for extended periods of time
- Occasional lifting and carrying up to 30lbs
- Frequent walking, standing, bending, kneeling, pushing, and pulling

The Las Vegas Global Economic Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.