



IVGID Job Announcement

IVGID is currently accepting applications for a **Finance Manager**. This is a full-time, year-round, salaried (exempt) position with the Finance department.

Compensation: \$152,526 - \$183,031 annual. DOE/DOQ

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Twelve paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: Friday 7/4/25
We are an Equal Opportunity Employer

Date Posted: 06/20/25

SUMMARY

Under the general direction of the Director of Finance, the Finance Manager oversees the day-to-day operations of the Finance Department and provides analytical support to Senior Leadership, the District General Manager, and, when requested, the Board of Trustees. The Finance Manager leads key projects, drives process improvements, and ensures compliance with local, state, and federal financial regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Supports the Director of Finance in preparing reports that summarize and analyze District financial activity to include revenues, expenditures, and fund balances.
3. Recommends, implements and monitors internal controls, accounting procedures, applicable Board policies, and budget practices to ensure sound financial management.
4. Oversees the integrity and effectiveness of the District's financial systems, including ERP modules; troubleshoots issues, coordinates solutions, and supports financial system users.
5. Serves as the Finance Department's liaison for ERP-related upgrades, data management, user access, testing, and cross-departmental implementation projects.
6. Assists with the development, coordination and presentation of the District's annual operating and capital budgets, ensuring compliance with applicable laws, guidelines, policies, procedures and ordinances.
7. Coordinates with external auditors and supports the Director of Finance in managing audits in accordance with Board policy and professional standards.
8. Helps develop, administer, and monitor the Finance Department's operational and capital budgets.

9. Leads the development of goals, objectives, and performance standards for the Budget, Accounting and Revenue departments and venues.
10. In partnership with the Information Technology team, manages ERP financial module configuration and improvements to optimize workflow and reporting processes across departments.
11. Collaborate with other departments to resolve accounting, budgeting, and ERP-related inquiries and discrepancies.
12. May serve as acting Finance representative at Senior Leadership Team meetings on behalf of the Director of Finance during absences, contributes to the long-term planning and policy development.
13. Inputs and/or monitors employee time and pay records using automated system. Ensure records are accurate each month.

SUPERVISORY RESPONSIBILITIES

Is responsible for the overall direction, coordination, and evaluation of revenue, expenditures, budget, financial related system activities and ERP. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (BA or BS) in Accounting; and seven years related experience with automated financial and accounting systems, including five years supervisory experience; or equivalent combination of education and experience.

Certification as a Certified Public Accountant (CPA) or MBA helpful but not required. Five years public sector experience preferred.

KNOWLEDGE Thorough knowledge of the principles, practices, and methods of current public sector accounting, auditing and budgeting methods; knowledge of insurance programs/principles and practices; knowledge of leadership, management and supervision; knowledge of GAAP and GASB pronouncements and the rules and preparation of financial statement that comply; understanding of internal controls, audit processes, debt and lease financing, investment practices and grant compliance; knowledge of methods and techniques of data collection, analysis and report preparation, knowledge of fixed rate instrument investing, knowledge of debt and lease financing, extensive knowledge of Microsoft Word, Excel, database and presentation applications for accounting records, budget preparation and financial analysis. Experience with ERP system management (i.e. Tyler Munis, SAP, Oracle, Infor) in a public sector setting strongly preferred.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to develop presentations and write articles for publication that conforms to prescribed style and format. Ability to make effective speeches and presentations on controversial or complex topics to employees, management, public groups, and the Board of Trustees. Ability to facilitate working groups of employees, public and/or agencies including planning effective meetings and workshops. Ability to maintain composure when responding to inquiries or complaints. The duties and responsibilities of this position necessitate the use of a cellular phone for District business reasons.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to review and analyze financial transactions and reports. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of data and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Certification as a Certified Public Accountant (CPA) or MBA are preferred. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Very good organizational, administrative, analytical, leadership, supervisory, and customer service skills; strong computer skills for word processing, spreadsheet and financial accounting applications; develop, mentor and supervise assigned staff; work effectively under pressure of deadlines and conflicting demands; establish, foster, and maintain effective working relationships with all levels of employees, elected officials and members of a diverse community; gain and maintain cooperation through discussion and education; effectively deal with conflict and changing circumstances. High level of initiative and independent judgment within areas of responsibility.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particle; risk of electrical shock. The noise level in the work environment is usually moderate.