



Division of Public and Behavioral Health

Employment Job Description

Revenue Fiscal Manager

Management Analyst 3

General Description

The Bureau of Behavioral Health Wellness and Prevention is recruiting for a contractual Management Analyst 3.

This position will serve as a lead project manager for revenue generated by a proposed fee. This position will oversee complex budgets, work with the State Treasurer's Office, private companies, and others to ensure compliance with state processes and procedures. This position must work to establish numerous business processes for a newly formed account to ensure revenue projections are reconciled and managed appropriately.

Management Analyst class specifications can be found here:

<https://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Resources/ClassSpecs/70/07-612spc.pdf>.

Responsibilities and Standards

- Serve as a fiscal manager for fee revenue,
- Foster partnerships with private companies who pay the fee;
- Oversee and manage a complicated budget; and,
- Understand and implement state regulations and policies for appropriate fiscal management.

Requirements

Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience in the research, development, evaluation or revision of programs, organizations, methods or procedures; OR Bachelor's degree from an accredited college or university in public or business administration, finance, social sciences, mathematics or related field and three years of professional experience which included budgeting, accounting, and/or economic or management analysis and projections; OR graduation from high school or equivalent education and five years of professional experience as described above; OR one year of experience as a Management Analyst II in Nevada State service; OR an equivalent combination of education and experience as described above.

Competencies

- Establishing business processes and policy and procedures
- Data interpretation
- Research and interpretation
- Federal and state budget experience
- Professionalism

- Confidentiality and Privacy

Salary information

\$27.07 to \$32.23 per hour, depending on experience

The employee maintaining a hybrid work schedule -- part time in office, part time work from home preferred. Office located in Carson City, NV.

Candidates located in other parts of Nevada can be considered for fully remote work.

To apply, please send resume and cover sheet to Stacy McCool at smccool@health.nv.gov.