



*The Salvation Army is one the largest nonprofit community partner agencies in the world serving and impacting the community where it counts! At The Salvation Army our goal is help change lives by "Doing the Most Good", and we are always working to meet that goal and you could be part of it.*

### **Clark County Business Manager**

The Business Manager is responsible for assisting the Clark County Coordinator and Advisory Board in managing all business and finance operations for each program and service in Clark and Nye Counties in accordance with Salvation Army policies and procedures.

Qualified Candidates must have:

- Masters Degree in Business and 5 years experience OR equivalent experience
- Excellent verbal and written communication skills
- Positive teambuilding and excellent interpersonal skills a must.
- Computer literate in MS Word, Excel, and accounting software experience (Great Plains and/or Shelby preferred)

The Business Manger will be required to adhere to the following:

- ✓ Policy on Confidentiality
- ✓ TSA Policy on Non-discrimination Programs
- ✓ Employee Handbook
- ✓ Mission, Vision and Goals of Salvation Army Clark County Coordination

To apply

Candidates may apply at: [www.salvationarmysouthernnevada.org](http://www.salvationarmysouthernnevada.org) or may do so by submitting an application at the Las Vegas Clark County Administrative Offices, HR Department located at 2900 Palomino Lane, Las Vegas, NV 89107; for directions please call 702-870-4430.

**[Close date for applications to be submitted by close of business on Friday, September 20<sup>th</sup> 2013.](#)**