



## **NEVADA LEGISLATIVE COUNSEL BUREAU ADMINISTRATIVE DIVISION ACCOUNT TECHNICIAN**

**POSITION:** Account Technician, Temporary Full Time Employment, Carson City, NV  
**Contact:** Ken Kruse, Human Resources/Accounting, 775.684.6966

### **SALARY AND BENEFITS:**

Grade 33, (\$20.07 - \$29.67 per hour at the Employee/Employer Retirement Rate); The requirement for approximately 36 hours of unpaid furlough leave annually for this position will reduce the salary initially. Benefits include paid holidays, annual leave, sick leave, a retirement plan, and health insurance, after appropriate waiting periods. An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at [http://pebp.state.nv.us/all\\_plan\\_benefits.htm](http://pebp.state.nv.us/all_plan_benefits.htm). Other optional benefits are also available, including a deferred compensation program.

This is a temporary full-time job starting on November 3, 2014 and ending on or before August 3, 2015. Pending a retirement, this position may become a full-time position.

### **SUMMARY:**

The successful applicant will be responsible for providing technical accounting services to the Legislative Counsel Bureau (LCB) and the Nevada Legislature. The successful applicant may be the backup technician responsible for multiple areas of our major accounting services functions. The position will be expected to provide exceptional levels of customer service, perform accounting functions with a high degree of accuracy/efficiency while being an effective team-player. The position will report to the Chief Accountant in the Administrative Division.

This job description provides a list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Administrative Division, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based upon the performance of the tasks listed in this job description. The Administrative Division has the right to revise this job description at any time. The job description is not a contract for employment.

### **DUTIES & RESPONSIBILITIES:**

- Customer service for Legislators, Vendors, Employees and Divisions/Departments within the Legislature;
- Prepare monthly reconciliations and process adjustments as needed;
- Performing accounting functions such as travel reimbursement for Legislators and LCB staff members and serve as the backup technician in multiple areas, including, but not limited to: accounts payable for vendor purchases, accounts receivable or cash receipting, payroll/benefits, purchasing, fixed asset acquisition and maintenance, limited human resource regarding employee benefits;
- Develop proficiencies in all areas of Accounting Department by cross-training with all team members;
- Prepare financial reports for managers, the legislature and public request records;
- Assist in the data collection and preparation of the annual audited financial statements
- Prepare and/or consolidate monthly/quarterly reports using multiple data systems;
- Adhere to a system of internal accounting controls so that assets are safeguarded and financial information is accurate and recorded in a timely manner;

- Complete fiscal year openings and closings;
- Assisting in the development of the biennial budget request of the LCB from information provided by the divisions of the LCB;

#### **REQUIRED KNOWLEDGE:**

- General understanding of the legislative process;
- Governmental and generally accepted accounting principles;
- The effective use and operation of computer hardware and software systems, including Microsoft Office;
- Safe working practices;

#### **SKILLS & COMPETENCIES:**

- Communicate effectively, both verbally and in writing;
- Succinctly summarize or explain complex issues;
- Use exceptional analytical skills to successfully carry out duties;
- Establish and maintain successful working relationships;
- Collaborate and build trust within the Accounting Unit and across the agency;
- Effectively organize and multi-task;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Effectively resolve problems, focusing on a long term solution;
- Perform at a high level of professionalism under deadlines and during critical projects;
- Apply high levels of reasoning and understanding to evaluate issues, solve problems, and carry out daily duties;

#### **WORKING CONDITIONS:**

- Sitting for long periods of time, indoors;
- Using a computer screen, adding machine, and keyboard at a desk;
- Overtime as required, especially during peak times of the year in preparation for audits, budgets, session, and year-end processes;

#### **EDUCATION AND EXPERIENCE:**

- Associated Degree in Accounting or equivalent; or
- At least three years of progressive experience in the Accounting profession;

#### **APPLICATION PROCESS:**

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving to support the legislative branch of government and collectively serves the Nevada Legislature. The LCB invites interested applicants to fully familiarize themselves with the above-outlined duties, abilities, and job functions. Applicants are subject to a background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a letter of application with a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications must be submitted no later than Friday, October 3, 2014, at 5:00 p.m. Email may be used to transmit your application, letter and résumé. Please utilize a Word format and send to [kkruise@lcb.state.nv.us](mailto:kkruise@lcb.state.nv.us). Applications may be dropped off in person to Room 1140 of the Nevada Legislature or mailed to:

Legislative Counsel Bureau  
Attn: Ken Kruse, Human Resources/Accounting  
401 S. Carson Street  
Carson City, NV 89701-4747

**NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.**