

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



SCOTT SOSEBEE
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

VERISE V. CAMPBELL
Deputy Director
Foreclosure Mediation

**Accountant
Position # 0007**

This position is with the Administrative Office of the Courts, and under general direction performs advanced journey level duties such as: Establish and maintain accounting systems and procedures that provide necessary documentation and audit trails for fiscal transactions, classification of revenue and expenditures; Prepare and analyze account balances, and prepare journal entries in order to prepare reliable and accurate status reports and statements of revenues, expenditures/expenses and changes in account balances; Prepare and analyze reports to provide reliable and accurate financial information; Establish internal accounting procedures and prepare financial reports and manage workflow to ensure compliance with governmental accounting statutes, regulations, policies and procedures; Provide overall support to the Supreme Court and all divisions of the Administrative Office of the Courts regarding accounting problems; provide advice, consultation, direction, and training to staff; manage accounting functions by developing work plans, assigning work, and evaluating work performance; Analyze fiscal data to identify and correct errors; reconcile or supervise the reconciliation of all Court accounts and State Controller's reports; Coordinate with independent auditors; prepare supporting work papers and provide other assistance as necessary; review audit reports and recommendations; discuss audit findings with AOC management; Review Court fixed asset listings and ensure that current year additions and disposals have been properly reported; reconcile fixed asset purchases to the internal accounting system. This position is located in Carson City.

Education and Experience Requirements:

Bachelor's degree from an accredited college or university in accounting and 2 years of experience performing professional accounting work; **OR** a bachelor's degree in business administration, finance or closely related field which included 18 credits in accounting; and 3 years of experience performing professional accounting work; **OR** 1 year as an Accountant II in Nevada State service and 18 college credits in accounting.

Salary Range: \$43,639 - \$77,569 DOE, employee/employer paid retirement

Salary offers are based on a wide array of factors such as a candidate's experience, skills, education, as well as budget availability. Once hired, salary growth within the job classification will be based on performance and budget approval.

The Supreme Court of Nevada offers the compensation package available for all State of Nevada employees which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), eleven paid holidays, and paid annual and sick leave.

Application Process:

In order for you to be considered for this position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, and a resume.

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials. Applications are available at WWW.NEVADAJUDICIARY.US under the Administrative Office tab, where the application may be completed online and then printed and mailed or delivered to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: accountant@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, November 14, 2014. Applications received after 5:00 pm, will not be accepted.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.