



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

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

SALARY AND BENEFITS:

Grade 33, (\$41,906 - \$61,950 annually at the Employee/Employer Retirement Rate); Benefits include: Paid holidays, annual leave, sick leave, insurance; all after the appropriate waiting periods. The requirement for approximately 36 hours of unpaid furlough leave annually for this position will reduce the salary initially. 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. Other optional benefits are also available, including a deferred compensation program.

This position is for 30 hours per week and will begin during the month of September 2014.

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 will focus primarily on payroll, purchase requisitions, purchase orders and vendor maintenance with some backup responsibilities in other accounting functions. The position will be expected to perform complex accounting functions, with a high degree of accuracy and efficiency and deliver exceptional levels of customer service 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:

- Assisting in the development of the biennial budget request of the LCB from information provided by the divisions of the LCB;
- Performing accounting functions and serve as the backup technician in multiple areas, including, but not limited to: payroll and benefits, purchasing, travel reimbursement, sales and cash receipts, fixed asset acquisition and maintenance, accounts payable, risk management and safety, limited human resource management, and insurance matters;
- Develop proficiencies in all areas of accounting services by cross-training with all team members;
- Prepare financial reports for managers and the legislature;

- Assist in the preparation of the annual financial statements and coordination of the annual audit of these 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;
- Prepare reconciliations and process adjustments;

REQUIRED KNOWLEDGE:

- The legislative process and a wide variety of office functions;
- Governmental and generally accepted accounting principles;
- The effective use and operation of technology 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, focused on a 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 two years of progressively more responsible experience in the Accounting profession;

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central non-partisan staff agency serving 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, a letter of application and a current résumé, including references. The LCB application can be found at: <http://www.leg.state.nv.us/App/CareerOpenings/A/>. Applications will be accepted until the position is filled. All applications will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. Email may be used to transmit your application, letter and résumé. Please utilize a Word or PDF format and send to 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.

(Revised 8/6/14)