

## **RECRUITING ANNOUNCEMENT**

### **Accounting Technician**

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Accounting Technician to help provide Business Office administrative and accounting support in coordination with staff in both the Northern and Southern Offices.

#### Duties

- Maintains financial records and tracks balances for general ledger groups and/or categories including operating, equipment, travel and staff development; prepares accounts payable and receivable documents and assigns accounting codes in compliance with established rules, regulations and procedures which may include contractual and grant limitations; reconciles internal records.
- Receives, reviews, codes and processes a variety of clerical accounting documents including invoices, billing claims, and other forms and materials used in the agency; ensures conformance to established formats, time frames and regulations.
- Assists management in budget preparation by reviewing and extracting historical accounting data and report findings; oversees and records specific budgetary expenses by line item and provides status reports; formats, edits and produces a variety of materials such as standard or non-standard reports and other items using computer equipment and software; maintains complex databases and spreadsheets.
- May assist with performing other general administrative support functions including but not limited to occasional receptionist duties, HR/payroll functions, records retention, and preparing and maintaining property inventory records and arranging for disposition of excess property.

#### Preferred Knowledge, Skills, and Abilities:

- Candidate should have a working knowledge of Microsoft Word and Excel. Completion of basic college-level accounting coursework, experience with state accounting procedures, and a working knowledge of Advantage and DAWN are highly desirable.

Salary and Benefits:

\$49,172.40 annually. Salary reflects retirement (PERS) contributions by both the employee and the employer; an employer paid contribution plan is also available at a reduced gross salary.

This position is full time/non-classified/non-exempt. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as a deferred compensation plan are available.

Location:

This position will be based in Carson City, Nevada.

To Apply:

Please forward resumes to:

Nevada Governor's Office of Economic Development  
Attn: Michelle Sibley  
808 West Nye Lane  
Carson City, NV 89703

Or via e-mail to [msibley@diversifynevada.com](mailto:msibley@diversifynevada.com)

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.