



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
ASSISTANT CHIEF ACCOUNTANT**

POSITION: Assistant Chief Accountant, Full-Time Employment, Carson City, Nevada
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

Grade 39, (\$54,204 - 81,139 annually at the Employee/Employer Retirement Rate); step dependent upon experience and qualifications. Benefits include: Paid holidays, annual leave, sick leave, insurance; all after the appropriate waiting periods. This position is scheduled to begin during the month of September 2013.

SUMMARY:

The successful applicant will be responsible for being an effective team lead in providing technical accounting services to the Legislative Counsel Bureau (LCB) and the Nevada Legislature.

Under the general direction of the Chief Accountant and as the lead member in the Accounting Unit, the successful applicant will have responsibilities for the coordination of all accounting services and functions within the Accounting Unit. The position will be expected to perform complex accounting and budgeting functions, with a high degree of accuracy and efficiency, to support Accounting staff members and to deliver exceptional levels of customer service. The position will have supervisory responsibilities, in the absence of the Chief Accountant, for five Accounting Technicians and a Human Resources staff member in the unit. 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: (includes, but is not limited to the following; other duties may be assigned as required.)

- Assisting in the development of the biennial budget request of the LCB from information provided by the divisions of the LCB;
- Oversee accounting functions and serve as the lead staff member of all accounting functions, including, but not limited to: payroll, benefits, purchasing, travel, sales and cash receipts, fixed assets, accounts payable, budget, annual financial statements;

- Develop proficiencies in all areas of accounting services by cross-training with all team members;
- Prepare financial reports for managers and the legislature;
- 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;
- Prepare reconciliations and process adjustments;
- Supervise Accounting Technicians and other personnel within the unit, in the absence or at the direction of the Chief Accountant.

KNOWLEDGE OF:

- The legislative process and a wide variety of office functions;
- Governmental and generally accepted accounting principles;
- Internal controls and accounting procedures;
- All accounting functions supported including, payroll, accounts payable, accounts receivable, fixed assets, depreciation, travel claims, working documents needed to prepare annual financial statements;
- Income tax matters as it relates to compensation issues such as medicare, medicaid, section 125 pretax deductions, W-4's, W-2's, quarterly 941, worker's compensation, and unemployment;
- The effective use and operation of technology and software systems, including Microsoft Office; State of Nevada NEBS, Advantage/IFS, Dawn, and NEATS.

SKILLS & ABILITY TO:

- 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 and delegate tasks and projects;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Effectively resolve problems, focused on a solution;
- Perform at a high level under stressful deadlines and during intense projects;
- Apply high levels of reasoning and understanding to evaluate issues, solve problems, and carry out daily duties;
- Manage projects and resources to facilitate a successful outcome;
- Effectively use and understand Generally Accepted Accounting Principles and accounting pronouncements regarding financial accounting reporting for governmental entities;
- Prepare and analyze trial balances, journal entries, statements or revenues, expenses, balance sheets, reconciliations and related accounting documents;
- Effectively lead and manage personnel to build and maintain a strong working team.

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;

LICENSES, EXPERIENCE, EDUCATION:

- Bachelor's degree from accredited college or university in Accounting preferred OR a bachelor's degree in business administration/finance which includes at least 18 credit hours of accounting classes, consisting of six credits of beginning accounting, six credits of intermediate accounting and six credits of upper-division accounting courses OR an equivalent combination of education and experience which must have included 18 college credits in accounting. Preference may be given to candidates with a completed Bachelor's degree;
- At least three years of progressively more responsible experience in the Accounting profession;
- At least three years of supervisory and management experience.

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, August 16, 2013; 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. 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

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