

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

**Accountant
Position # 0007**

Under general supervision or direction and depending on job level, this position within the Administrative Office of the Courts performs professional 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 formulate reliable and accurate status reports and statements of revenues, expenditures/expenses and changes in account balances; Establish internal accounting procedures and prepare financial reports and manage workflow to ensure compliance with governmental accounting statutes, regulations, policies and procedures; Provide support to the Supreme Court and all divisions of the Administrative Office of the Courts regarding accounting problems; manage accounting functions by 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 and prepare supporting work papers; 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:

Accountant I (Grade 34): Bachelor's degree from an accredited college or university in accounting, business administration, finance or a related field which included 18 units in accounting, and 1 year of experience preparing financial statements; periodic State, federal or private grant fiscal reports and/or fiscal ad hoc reports used by internal and external entities; OR 4 years of experience in the accounting field, two of which were at the paraprofessional level, and 18 college credits in accounting.

Accountant II (Grade 36): 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 related field which included 18 credits in accounting and 2 years of experience performing professional accounting work; OR 1 year as an Accountant I in Nevada State service and 18 college credits in accounting.

Accountant III (Grade 38): Bachelor's degree from an accredited college or university in accounting and 4 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 4 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: \$44,954 - \$79,907 employee/employer paid retirement

Hiring range*: \$44,954 - \$69,718 DOE, employee/employer paid retirement

**A 3% COLA has been approved with an effective date of 7/1/17.*

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 provides the following compensation package:

Paid Leave – Includes 3 weeks annual leave, 3 weeks sick leave, and 11 holidays with no prior state service each year. Leave is accrued biweekly.

Group Insurance – Includes medical and prescription drug coverage, dental coverage, life insurance, and long-term disability, with options for health savings account, and other insurance. Employer contributions to premiums make quality medical coverage affordable. New hire employees are eligible for coverage within the first month of full-time employment.

Retirement – All full-time employees become members in the Public Employee’s Retirement System with a calculated benefit available to you upon retirement after a minimum of 5 years of service.

Other benefits include - an Employee Assistance Plan (EAP) plus options to participate in a health care flexible spending account, and a deferred compensation program.

Application Process:

In order for you to be considered for this position, you must complete and submit a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office’s Employment page:

[http://nvcourts.gov/AOC/Administration/Human Resources/Employment/](http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/)

You may complete the application online and then print and submit all required items by mail or deliver 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: applyaccountant@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, June 30, 2017. Applications received after 5:00 p.m. on this date, 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.