



**NEVADA LEGISLATIVE COUNSEL BUREAU  
ADMINISTRATIVE DIVISION  
ACCOUNT TECHNICIAN – SESSION HIRE**

The Legislative Counsel Bureau is seeking qualified candidates to fill a full-time Account Technician position. The Legislative Counsel Bureau (LCB) is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature.

**Position Description:** The Account Technician is responsible for providing technical accounting services to the Legislative Counsel Bureau and the Nevada Legislature. The person serving in this position will be the backup technician responsible for various accounting services with a primary focus on assisting with payroll. In addition, the account technician will be expected to perform complex accounting functions with a high degree of accuracy and efficiency and to deliver exceptional levels of customer service while being an effective team player. This position involves working within a highly professional environment with Legislators, LCB and legislative staff, and members of the public who visit the Legislative Building.

**Salary and Benefits:** This position is based upon a grade 34, with a salary of approximately \$49,652 to \$73,602 annually based upon the employee/employer paid retirement option. The actual stating salary is determined based upon experience and education. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

**Qualifications:** The preferred candidate will possess an Associate's Degree in Accounting or similar field OR will have completed at least two years of progressively responsible experience in the Accounting profession, or an equivalent combination of education and experience.

**Working Environment:** This position is performed in a typical office environment in Carson City, Nevada. The position requires sitting indoors for long periods of time and using a computer, adding machine, and a keyboard at a desk. Overtime will be required, especially during peak times of the year in preparation for audits, budgets, legislative session, and year-end processes.

This position is a temporary, 12 month position that will serve during the 2023 Legislative Session with the possibility of permanent status.

**Application Process:** Applicants will be asked to complete a background check and any offer of employment will be made contingent upon the results of that check. All applicants must submit a cover letter and résumé along with an LCB Employment Application, which is available at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-accounting>

Applications will be accepted on a first come, first served basis and will continue to be accepted until the position is filled. Therefore, applicants are encouraged to submit their applications early. Hiring may occur at any time during the recruitment process. Applications may be emailed to [LCBHR-employment@lcb.state.nv.us](mailto:LCBHR-employment@lcb.state.nv.us), or may instead be mailed to:

Legislative Counsel Bureau  
Attn: Ken Kruse, Human Resources  
401 S. Carson Street  
Carson City, NV 89701-4747

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(Revised 7/25/2022)