



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

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 which 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. This person 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 \$49,151 to \$72,871 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 equivalent OR will have completed at least 2 years of progressively more responsible experience in the Accounting profession.

**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, 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, session, and year-end processes.

**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

**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. The LCB will not tolerate discrimination or harassment based on any of these characteristics.**

(Revised 11/4/2021)