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THE STATE OF NEVADA LEGISLATIVE COUNSEL BUREAU

ADMINISTRATIVE DIVISION Accounting Unit

ACCOUNTANT

Carson City, Nevada

Salary up to \$109,640 (employee/employer paid retirement plan)

The Accounting Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Accountant within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Accounting Unit is responsible for providing technical accounting services to the LCB. This is a full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Chief Accountant, the Accountant will be responsible for various accounting services for the LCB. Responsibilities of the Accountant may include, without limitation:

- Performing complex accounting functions with a focus on accuracy and efficiency;
- Developing proficiencies in all areas of accounting services through cross-training with team members;
- Preparing and/or consolidating monthly/quarterly reports using various data systems;
- Auditing routine transactions and resolving discrepancies;
- Assisting in the preparation of annual financial statements and coordination of the annual audit;
- Collaborating with the Chief Accountant on fiscal year openings and closings;
- Examining accounts, preparing reconciliations and processing adjustments;
- Providing backup support to other accounting staff and performing general administrative duties as needed;
- Delivering exceptional customer service and support; and
- Performing other duties as assigned.

Actual job duties may be determined based on the chosen applicant's qualifications, skills and experience.

Minimum Qualifications: The Accountant will be selected with special preference given to the candidate's training, experience and aptitude in the field of business accounting. A qualified candidate must have: (1) an associate's degree in accounting or other closely related field from an accredited college; and (2) at least 3 years of progressively responsible experience in the accounting profession. Payroll experience is required.

The ideal candidate will demonstrate:

- The ability to collaborate effectively within a team environment;
- Knowledge of generally accepted accounting principles (GAAP);
- A strong understanding of statutory and regulatory fiscal compliance standards;
- The ability to understand and apply governmental accounting practices;
- Experience using accounting-related computer programs and software;
- The ability to operate various office machines and tools such as a computer, adding machine, printer and keyboard;
- Strong and effective communication skills, both verbal and written;
- Effective leadership abilities, including effective team management and strategic decision-making;
- The ability to identify and assess problems and the resourcefulness and initiative to problem-solve and operate strategically;
- Strong organizational skills, attention to detail and the ability to effectively multitask;
- The capability to prioritize tasks, meet deadlines and work efficiently under stressful conditions; and
- Commitment to maintaining confidentiality of documents and communications.

Salary: The annual salary for this position is based upon a Grade 38, which has a salary range of \$73,309 to \$109,640 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a typical office environment. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Accountant may earn compensatory time that can be taken at a later date or be paid for the overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy,

domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 4/16/2025)