



PUBLIC EMPLOYEES' RETIREMENT SYSTEM OF NEVADA
External Recruitment

Accountant II

POSITION: Accountant II, Accounting Division, Carson City

CONTACT: Kristina Kibbe, Personnel, 775.687.4200 ext. 294

SUMMARY:

Under direction, performs some or all the professional level accounting duties described below. The position is distinguished from the Accountant I by the size and complexity of the funds and budgets for which the position is responsible and the consequences of an error in the work performed. This is the journey level class in the Accountant series.

DUTIES & RESPONSIBILITIES:

Responsible for the compilation and accurate recording of several funds in the Public Employees' Retirement System (PERS). Assignments include the development of financial statements and review of more complex financial reports including actuarial valuations.

Preparing financial statements in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of Governmental Accounting Standards Board (GASB); preparing various other financial reports and ad hoc reports for use by outside entities such as internal/external auditors, legislative bodies, and the public.

Establish and maintain accounting systems and procedures which provide necessary documentation and audit trails for fiscal transactions, classification of expenditures, current fund balances.

Prepare and analyze working trial balances, identify, and correct errors, and prepare journal entries to prepare reliable and accurate balance sheets and statements of revenues, expenditure/expenses, and changes in fund/equity balances.

Prepare balance sheets, income statements, and changes in fund balance statements from working trial balance to provide reliable and accurate financial information.

Use internally generated data and external source material to prepare notes to financial statements with supporting workpapers, tying in all amounts to the basic financial statements.

Establish internal accounting procedures for preparing financial statements and managing workflow to ensure compliance with governmental accounting statutes, regulations, policies, and principles.

Provide overall support regarding accounting problems and management information systems; provide advice, consultation, direction, and training to staff; manage PERS accounting functions by developing work plans, assigning work, establishing work performance standards, and evaluating work performance.

Analyze physical data to identify and correct errors; reconcile or supervise the reconciliation of trust accounts, general ledger accounts, bank statements, subledger accounts and other reports.

Schedule and coordinate audit with independent auditors; prepare supporting workpapers and provide other assistance to auditors in periodic audits; review audit reports and write summaries of findings and recommendations; discuss audit findings with agency management and implement audit recommendations.

Review agency fixed asset listings and ensure that current year additions and disposals have been properly reported; reconcile fixed assets purchases to the accounting system and run depreciation schedules.

Perform other duties as assigned.

Note: The physical layout of the PERS Carson City office is approximately 21,424 square feet. The position by its nature requires periods of independent mobility several times in a work shift. For example, the employee would be expected to independently obtain items from the printer and to deliver documents to other departments throughout the office.

SKILLS & ABILITIES:

Working knowledge of: Generally Accepted Accounting Principles (GAAP) including cost, managerial fund accounting principles and practices; automated and manual management reporting systems to create output forms and obtain accurate and complete financial information; relevant NRS, payroll processing. **Ability to:** Analyze and interpret financial reports and complex technical financial fiscal data; develop procedures and practices to include work effectiveness; perform complex reconciliations to determine accuracy of account balances; read, understand, and interpret manuals, policies, procedures, statutes, and administrative codes and regulations; contracts, policies, and procedures for complex financial processes. ADP payroll processing a plus. **Skill in:** Communicating verbally to negotiate sensitive issues such as budgeting, contracts, and other fiscal transactions.

EDUCATION & EXPERIENCE:

Bachelor's degree from an accredited college or university in accounting and one year of experience performing professional accounting work; **OR** Bachelor's degree in business administration, finance or related field which included 18 credits in accounting and two years of experience performing professional accounting work; **OR** one year of experience as an Accountant I in Nevada state service and 18 college credits in accounting.

INFORMATIONAL NOTE

- The required 18 college credits in accounting must include six credits of beginning accounting, six credits of intermediate accounting, and six credits of upper division accounting courses.
- Applicants must attach a copy of their college or university transcripts indicating successful completion of required credits in accounting at the time of application.

SALARY AND BENEFITS:

The position is the equivalent of a Grade 36 in classified services, which has an annual salary of \$53,598.96 to \$79,719.84 (employee/employer paid retirement) based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave, and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health and dental benefits provided is available at www.pebp.state.nv.us/plans/new-hire-resources. Other optional benefits are also available, including a deferred compensation program.

APPLICATION PROCESS:

The Public Employees' Retirement System of Nevada (PERS) is the public pension plan for all public employees in the State of Nevada. We are governed by the Retirement Board. Applicants may be required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit a PERS Employment Application. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Please email the application to jobs@nvpers.org, or mail it to:

Public Employees' Retirement System of Nevada
Attn: Kristina Kibbe
693 W. Nye Lane
Carson City, NV 89703

NOTE: The Public Employees' Retirement System of Nevada is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.