



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
ACCOUNTANT**

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

Position Description: The Accountant 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 accountant responsible for various accounting services with a primary focus on assisting with payroll. In addition, the accountant 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 36, with a salary of approximately \$54,141 to \$80,513 annually based upon the employee/employer paid retirement option. The actual starting 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. 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.

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, or may instead be mailed to:

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

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on 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 (GINA), 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.

(Revised 9/8/2022)