

## **RECRUITING ANNOUNCEMENT**

### **Accounting and Administrative Assistant**

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Accounting and Administrative Assistant to perform a broad variety of accounting and administrative support duties.

This role at GOED requires management of day-to-day tasks to keep the agency well organized and running smoothly. Assignments require a general knowledge of clerical accounting principles and practices, and the ability to apply this knowledge to assigned duties. Administrative Assistants are a jack of all trades and a direct reflection of an organization. They are the first to greet someone at the door, first to answer the telephone, and are often the first contact for questions.

#### **Core Functions & Responsibilities:**

##### **Fiscal Office Support**

Assist the Director of Administration, Fiscal Manager and Fiscal Technician with miscellaneous jobs pertaining to the fiscal office such as:

- Codes and encumbers reoccurring billing claims
- Enters financial transactions into the Advantage Financial system
- Balances Budget Status Reports weekly

##### **Administrative Support**

- Provides reception area coverage, including routing phones calls, answering the door, and sorting mail
- Creates and routes purchase order request forms for approval
- Responsible for agency P-card purchases
- Orders office supplies and maintains the office supply inventory
- Manages schedules and calendars
- Maintains accurate inventory of assets for the agency
- Prepares conference room for all agency meetings
- Delivers documents to other agencies as needed
- Occasional event planning
- Coordinates travel, produces travel request forms and reimbursement claims

##### **Battle Born Venture Capital Program**

- Provides administrative support to the Battle Born Venture Capital Program
- Schedules the Board of Directors and Investment Advisory Committee meetings
- Creates and maintains files of investments

#### **Knowledge/Skills/Abilities/Experience:**

- Knowledge of Microsoft Office products
- Ability to work independently and with a team
- Excellent written and oral communication skills
- Attention to detail, positive attitude, and strong customer service skills

- Minimum of 2 years of relevant experience
- Valid driver's license

**Salary and Benefits:**

\$50,000 annually. This position will be full-time, non-classified and non-exempt.

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary.

The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

**Location:**

Carson City, Nevada

**To Apply**

Interested applicants must email or mail a cover letter and resume to:

Michele Lynn, Director of Administration  
Nevada Governor's Office of Economic Development  
808 W. Nye Lane  
Carson City, NV 89703  
[mlynn@goed.nv.gov](mailto:mlynn@goed.nv.gov)

**Application Deadline**

Resumes will be accepted until recruitment needs are satisfied.

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*