



State of Nevada

Invites you to apply for

Water Commissioner (Accountant Tech)



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



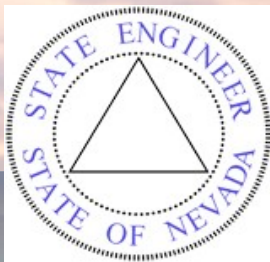
Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Nevada Division of Water Resources

MISSION STATEMENT:

The mission of the Nevada Division of Water Resources (NDWR) is to responsibly manage Nevada's limited water resources in accordance with State law and best available science.

VISION STATEMENT:

Nevada Division of Water Resources (NDWR) is dedicated to actively managing water resources for the benefit of Nevada citizens in a way that protects the resource for long-term sustainability, and to provide the public access to information, assistance and exemplary service in performing the duties and responsibilities of the Division.

Fiscal Services oversees all accounting and budgeting activities for the Division in accordance with State regulations, policies, and laws. This includes, but is not limited to, management of accounts receivable and payable, purchasing, travel, and contracts within both general and non-executive funding sources.

UNIT SECTIONS:

- Dam Safety
- Water Planning and Drought Resiliency
- Hydrology
- Hearings
- Water Rights
- Deeds
- Adjudications
- Well Drilling
- Admin Services

THE IDEAL CANDIDATE



**Join a team where your impact
will matter from day one.**

WHAT WE'RE LOOKING FOR:

- Hands-on experience with Advantage, ePro, DAWN, Bank of America Works, grant accounting, and cost allocation schedules.
- Experience supporting budgets in a government environment.
- Strong Excel skills (lookups, pivots, reconciliations) and demonstrated audit-readiness documentation habits.

WHAT YOU'LL BE DO NG:

This position will reconcile weekly Budget Status Reports (BSRs) from DAWN and resolve discrepancies; prepare and post correcting Journal Voucher Data Entry (JVD) documents, review, code, and approve accounts payable/receivable transactions in Advantage, ePro, and Bank of America Works (pcard); ensure proper documentation, approvals, and audit trails, maintain revenue ledgers and prepare deposits; monitor cash receipts, reversals, and adjustments. The incumbent will prepare and process shared cost allocations and salary allocations (including non-classified employees) in accordance with approved plans and grant terms, update internal budget tracking and projection reports, compile data for fiscal reporting and external reimbursements. Assist with grant draw/reimbursement packets, backup, and schedule reconciliations, support audit requests, monitor compliance with State and federal statutes, SAM, division policies, and internal control procedures; recommend process improvements, and provide transactional guidance to program staff and serve as a fiscal liaison to field offices.

QUALIFICATIONS:

Graduation from high school and three (3) years of financial records maintenance experience including several of the following: designing/interpreting narrative & data reports; applying accounting principles; preparing entries; analyzing assets/liabilities and preparing balance sheets; auditing contracts/vouchers and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of accounting clerical staff.

KEY QUALITIES & COMPETENCIES:

- Communication
- Adaptability
- Team Building
- Time Management
- Attention to Detail

SALARY:

**\$56,689.20 - \$83,666.16 annually on
the Employee/Employer plan**

LOCATION:

Carson City

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted 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. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

The agency would like to advertise this position as a URS recruitment.

Please send resumes and cover letters to:

Natalie Wood, Administrative Services II - Fiscal Services

n.wood@water.nv.gov

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

