

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Aury Nagy, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Finance Assistant

Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Finance Assistant for our Reno, NV office. This position is responsible for assisting the Finance Manager in all accounting functions, with primary responsibilities in receipting, payment processing, accounts receivable, and revenue reconciliation. Candidates need to be detail orientated and possess strong interpersonal skills. Bookkeeping and QuickBooks experience is preferred.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

The salary range for this position is \$38,000 to \$42,000 on the PERS employer compensation schedule.

Assigned Responsibilities

- Perform basic accounting functions for accounts receivable as required on a daily basis, including receivables tracking, payment processing (checks, credit cards, etc.), recording of payments and refunds, daily reconciliation of payments received, and working closely with front office staff and the Licensing Division.
- Assist in office supply inventory; researching products, prices and suppliers; preparing purchase orders; placing orders; and verification of items received against invoices and purchase orders.
- Other specialized duties as assigned.

Knowledge, Skills and Abilities

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and enforcement software program, to prevent distribution of any inaccurate information which could harm the reputation of any licensee of the Board;
- Ability to learn and apply established procedures, yet flexible enough to help where needed;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of and ability to utilize computer applications;
- Ability to interpret written and oral instructions;
- Ability to maintain pleasant demeanor in communication with staff and outside contacts;
- Ability to lift a minimum of 25 pounds; and
- Ability to drive State Motor Pool vehicles to run occasional Board-related errands, as required.

Education, Training and Experience

A high school graduate with basic bookkeeping experience preferred, and a working knowledge of basic computer software programs. Basic knowledge of QuickBooks preferred.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Licenses and Certificates

Hold or be able to acquire a valid Nevada driver's license.

How to Apply

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners
Attn: Donya Jenkins, Finance Manager
9600 Gateway Drive
Reno, Nevada 89521
djnsbme@medboard.nv.gov

Applications will be accepted until recruitment is satisfied.

The Nevada State Board of Medical Examiners is an equal opportunity employer.