

RECRUITING ANNOUNCEMENT

Fiscal Technician

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced Fiscal Technician to join GOED's Fiscal Office in Carson City.

Core Functions & Responsibilities

- Processes invoices and billing claims, tracks accounts receivables and ensures accuracy and compliance with state and federal laws, rules, and regulations, including the State Administrative Manual, internal controls, and Nevada Revised Statutes;
- Posts accounting transactions, such as payment vouchers, journal vouchers, and cash receipts in Advantage, the state's accounting system, and records transactions in internal tracking sheets;
- Reconciles credit card accounts and accurately codes expenses to appropriate categories, divisions, and/or positions;
- Receives, codes, and processes purchase orders for supplies, materials, goods and services, and submits payments in accordance with procurement regulations;
- Creates revenue and expense reports; tracks and processes grant payments;
- Maintains contract logs, routes to appropriate staff and files contracts electronically;
- Assists with yearend closing procedures, including creating new spreadsheets, completing work programs and reaching out to federal or state partners for invoices or payments;
- Backs up the Administrative Assistant, assists with special projects and other duties as assigned.

Demonstrated Knowledge/Skills/Abilities

- Experience with accounting processes and procedures; state accounting and experience with Advantage and DAWN are highly desirable;
- Strong working knowledge of Microsoft Office products; especially Excel
- Flexible and able to multitask while managing competing deadlines and priorities;
- Attention to detail and accuracy.

Education and/or Experience

- Bachelor's degree in accounting or closely related field;
- Three years of professional experience in accounting or an equivalent combination of education and experience.



Salary and Benefits

\$ 69,948 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; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Location

This position will be based in Carson City, Nevada.

To Apply

Please send resume and cover letter to Michelle Sibley at msibley@goed.nv.gov

Or via mail:

Nevada Governor's Office of Economic Development
Attn: Michelle Sibley
808 W. Nye Lane
Carson City, NV 89703

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.