



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SENIOR ACCOUNTANT**

The Legislative Counsel Bureau is seeking qualified candidates to fill a full-time Senior 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 Senior Accountant provides technical accounting and budgeting services to the Legislative Counsel Bureau and the Nevada Legislature. This person reports to the Chief Accountant and will have some supervisory responsibilities in the Chief Accountant's absence. In addition, the Senior Accountant is 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. The Senior Accountant is required to assist the Chief Accountant during the Fiscal Year closing procedures and financial statement audit. 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 annual salary for this position is based upon a grade 40, which has a range of approximately \$63,746.64 to \$95,672.16, based upon the employee/employer paid retirement option. The actual stating salary is determined based upon experience. Benefits include accrual of paid annual leave, paid sick leave, health insurance and membership in the state's retirement plan. 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 a Bachelor's degree from an accredited college or university in accounting and one year of experience performing professional accounting work; OR a bachelor's degree in business administration, finance or related field which included 18 credits in accounting and two years of experience performing professional accounting work; OR one year of experience as an Accountant I in Nevada State service and 18 college credits in accounting; OR an equivalent combination of education and training and 3+ years of significant and demonstrated experience in the field of accounting. Supervisory experience is also preferred.

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, 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, session, and year-end processes.

Application Process: Applicants may 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

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of 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 and/or wages. The LCB will not tolerate discrimination or harassment based on any of these characteristics.

(Revised 5/20/2022)