



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
SESSION ACCOUNT TECHNICIAN**

POSITION: Account Technician, Temporary, Full-Time Employment, Carson City, NV
Contact: Ken Kruse, Human Resources/Accounting, 775.684.6966

SALARY AND BENEFITS:

The position is a Grade 34, which has an annual salary of approximately \$49,151 to \$72,871 annually based upon experience and qualifications. Benefits include paid holidays, annual leave, sick leave and health insurance.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>. A description of the current health and dental benefits provided to all state employees is available at <http://pebp.state.nv.us/plans/new-hire-resources/>. Other optional benefits are also available, including a deferred compensation program.

This position is temporary and will continue as needed until on or before June 30, 2021.

SUMMARY:

The successful applicant will be responsible for providing technical accounting services to the Legislative Counsel Bureau (LCB) and the Nevada Legislature. The successful applicant will be the backup technician responsible for various accounting services with a primary focus on assisting with payroll. The successful applicant will be expected to perform complex accounting functions, with a high degree of accuracy and efficiency and deliver exceptional levels of customer service while being an effective team-player.

Below is a list of duties and responsibilities of the position as well as knowledge and abilities necessary to do the job. This list provides a range of duties performed by employees who hold this position. It does not list all of the duties of the job.

DUTIES & RESPONSIBILITIES:

- Performing accounting functions such as carrying out payroll processes and serve as the backup technician for various other accounting functions, including accounts payable for vendor purchases, accounts receivable or cash receipting, payroll/benefits, and purchasing;
- Providing support to other staff and performing other general administrative duties;
- Developing proficiencies in all areas of accounting services by cross-training with all team members;
- Preparing and/or consolidating monthly and quarterly reports using multiple data systems;
- Learning and using a system of internal accounting controls so that assets are safeguarded and financial information is accurate and recorded in a timely manner; and

- Preparing reconciliations and process adjustments.

REQUIRED KNOWLEDGE:

- Knowledge of generally accepted accounting principles; and
- Understanding of the effective use and operation of technology and software systems, including Microsoft Office.

SKILLS & COMPETENCIES: Applicants must possess excellent customer service and written and verbal communications skills as well as have the ability to:

- Succinctly summarize or explain complex issues;
- Use analytical skills to successfully carry out duties;
- Collaborate and build trust within the Accounting Unit and across the agency;
- Effectively organize and multi-task;
- Effectively prioritize tasks and manage time to ensure responsiveness to requests;
- Effectively resolve problems, focused on a solution;
- Perform at a high level of professionalism under deadlines and during critical projects; and
- Evaluate issues, solve problems and carry out daily duties.

WORKING CONDITIONS: The position is located in Carson City, Nevada and is performed in a typical office environment. The position requires:

- Sitting indoors for long periods of time;
- Using a computer screen, adding machine, and keyboard at a desk; and
- Overtime as required, especially during peak times of the year in preparation for audits, budgets, session, and year-end processes.

EDUCATION AND EXPERIENCE: The successful applicant must have:

- An Associates Degree in Accounting or equivalent (preferred); OR
- At least 2 years of progressively more responsible experience in a position involving Accounting;

APPLICATION PROCESS:

The Legislative Counsel Bureau (LCB) is the central nonpartisan agency that supports the Nevada Legislature. Applicants are required to have a background check and any offer of employment is conditional pending the results of the background check.

All applicants must submit an LCB Employment Application and are encouraged to submit a cover letter with a current résumé with references. The LCB application can be found at: <https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/admin-division-accounting>

Applications will be accepted until the positions are filled. Applicants are encouraged to submit the application as soon as possible since the position may be filled at any time. Applications may be submitted via email to LCBHR@lcb.state.nv.us Applications may also 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, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation or disability.

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