



Nevada Division of
WATER RESOURCES

STATE OF NEVADA
Department of Conservation and Natural Resources
Joe Lombardo, *Governor*
James A. Settelmeyer, *Director*
Adam Sullivan, P.E., *State Engineer*

NON-CLASSIFIED POSITION ANNOUNCEMENT
Water Commissioner (Accountant Technician II)
March 10, 2025

The Nevada Department of Conservation and Natural Resources, Division of Water Resources is seeking qualified applicants for the position of Water Commissioner (Accountant Technician II). This is a non-classified, full-time position within the Division of Water Resources located in Carson City, Nevada.

Recruitment: This is an open competitive recruitment, open to all qualified persons. Applications will be accepted until recruitment need is satisfied.

Approximate Annual Salary (DOE):

Employee/Employer Paid Retirement: \$56,689.20 - \$83,666.16

This non-classified position serves at will of the State Engineer. The position is eligible for the State of Nevada Public Employees Benefit Program (PEBP).

The Position: This position supports the fiscal operations of the Division by managing accounts payable, revenue processes, and financial reporting functions for non-executive budget accounts. Duties include, but are not limited to, reconciling weekly Budget Status Reports (BSRs) from DAWN; reviewing and approving billing claims and expenditures in Advantage; maintaining non-executive revenue ledgers; processing shared cost allocations and non-classified employee salary allocations; and approving Bank of America Travel and P-Card transactions. The Account Technician also provides backup support for Journal Voucher Data Entry (JVD) and Journal Voucher Reporting (JVR) and assists with updating internal budget tracking reports. This position requires a high level of accuracy, attention to detail, and compliance with state policies and internal controls. The incumbent must be capable of independently analyzing and resolving financial discrepancies, ensuring that all fiscal operations are completed in a timely and efficient manner.

Skills Required: Must be able to work independently and in a team environment. Must be able to communicate effectively with co-workers and the public. Must be professional, well organized and motivated. Must be willing and able to improve existing skills and develop new skills as required by work assignments. Must have experience with the Microsoft Office suite.

Education and Experience (Minimum Qualifications)

Graduation from high school supplemented by 6 college credits in beginning accounting. Additionally required is three years of progressively responsible financial records maintenance experience which includes duties such as designing, implementing and interpreting narrative and data reports; applying principles of accounting to analyze financial information; preparing entries to accounts; analyzing assets and liabilities and preparing balance sheets; auditing contracts, vouchers and other documents and preparing summary transaction reports; implementing accounting control procedures; and overseeing the work of accounting clerical staff; OR one year of experience as an Accountant Technician I in Nevada State service; OR an equivalent combination of education and experience as described above which must have included 6 college credits in beginning accounting.

Submit Cover Letter and Resume / Direct Inquiries to:

Nevada Division of Water Resources

Attn: Natalie Wood, Administrative Services Officer II

Email: n.wood@water.nv.gov

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

