

JOE LOMBARDO
Governor

STATE OF NEVADA



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STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Accounting Assistant** **Reno, Nevada**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday

JOB TITLE: Accounting Assistant

The Nevada State Contractors Board is seeking a full-time Accounting Assistant and requests all interested and qualified person to apply. The position reports to the Fiscal Service Manager in Reno, Nevada.

The successful candidate will be responsible for assisting the Fiscal Service Manager with a variety of accounting functions. Duties include, but are not limited to: Accounts payable, assisting in payroll processing, file maintenance, inventory tracking, the ability to assist in financial reporting and the audit process and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process accounts, payable including invoice processing, payment tracking, communication with vendors and internal departments regarding billing and payment issues.
- Audit invoices against purchase orders, researches discrepancies, and submit to Fiscal Manager for approval.
- Maintain cash bond accounts listing all deposits, withdrawals and interest earned. Open and close cash bond accounts. Track all payees and interpleaders. Invoice and track Cash Bond fees on a monthly basis. Compute, generate and mail monthly cash bond invoices to licensees.
- Invoice and update the Disciplinary Actions worksheet for costs and fines assessed by the Board against licensees. Maintain files and track payments, submission of past due fines and fees to State collections.
- Ensure compliance with company policies and basic accounting procedures.
- Update NSCB and State inventory lists.
- Assist in the preparation of financial reports.

- Research, process and collect all funds and service charges on return check deposits and reports return check transactions to Fiscal Manager on a monthly basis and to departments on a quarterly basis.
- Track vehicle renewal dates, obtain smog certificates, and remit paperwork for license plate renewals.
- Complete monthly vehicle trip report as required by state law.
- File invoices, correspondence and other records as needed. Maintain and purge records and files according to state retention schedule after review by Fiscal Services Manager and approval of Executive Officer.
- Assist with payroll processes.
- Track and process accurate 1099's at year end.
- Track and process all unclaimed property for annual submission to appropriate state agencies based on their individual laws.
- Assist in all annual audit requirements.
- Maintain organized financial files both digital and physical.
- Assist in digital storage of all account records to reduce paper used and fiscal storage needs.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum two years college with an emphasis on accounting related classes and/or four years of related experience in a professional office environment
- Previous working experience/knowledge of general ledgers

SKILLS AND ABILITIES

- Excellent understanding of accounting principles (debits and credits)
- Excellent working knowledge of MS Word and Excel
- Excellent oral and written communication skills
- Excellent organizational skills with an attention to detail
- Previous experience with accounts payable and receivable
- Ability to meet stringent deadlines
- Previous experience working with an accounting software system

SALARY AND BENEFITS

Starting annual salary is between \$42,875 - \$63,825; to be determined based on experience. Benefit package includes Medical, Dental, Vision, 401 and 457 pension plans. The Board is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program

HOW TO APPLY

Interested persons may submit their resume to recruit3@nscb.state.nv.us