

# Job Title: ACCOUNTING ASSISTANT 1

Requisition ID 15052 - Posted 11/07/2022 - ATTORNEY GENERAL'S OFFICE - ATTORNEY GENERAL'S OFFICE - HR-ATTY GENERAL ADMIN ACCOUNT - Carson, Minden, Gardnerville, Genoa - Clerical & Related Services - Permanent - Full Time

## ACCOUNTING ASSISTANT 1 - Requisition ID: 15052

**Recruitment Type:** Open Competitive

**Posting Close Date:** 11/21/2022

**Geographical Location:** Carson, Minden, Gardnerville, Genoa

**Department:** ATTORNEY GENERAL'S OFFICE

**Division:** ATTORNEY GENERAL'S OFFICE

**Business Unit:** HR-ATTY GENERAL ADMIN ACCOUNT

**Work Type:** PERMANENT

**\*Pay Grade:** GRADE 23

**Salary Range:** \$31,716.72 - \$45,601.92

**Full-Time/Part-Time:** Full Time

**Recruiter:** SONJA D GRASS

**Phone:** 775 684-0106

**Email:** sonjagrass@admin.nv.gov

### Position Description

Accounting Assistants perform clerical accounting work in the maintenance of accounts and accounting records for State agencies. This position is responsible for preparing and processing accounts receivable and payable documents, data entry into IFS, scanning and filing documents. Assignments will require a working knowledge of clerical accounting principles and practices and the ability to perform a variety of accounting functions using IFS, BETS, DAWN, and Excel. Ideal candidates have knowledge of clerical budgeting functions in order to perform accurate coding and data entry.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-2\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-2_0/)

### Minimum Qualifications

- Graduation from high school or equivalent and one year of clerical experience, six months of which included duties such as accounts payable and/or accounts receivable and balancing accounts; and using computer spreadsheet to record, track and report data; OR graduation from high school or equivalent education supplemented by successful completion of a one-semester college course in bookkeeping and six months of clerical experience; OR an equivalent combination of education and experience as described above.

### The Examination

#### **Application Evaluation Exam**

- The exam will consist of an application and resume evaluation. It is essential that applications/resumes include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

### Special Requirements

- A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for these items.
- A State of Nevada/FBI background check will be required.

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible.

\*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.

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.