



Division of Public and Behavioral Health

Employment Job Description

988 Revenue Support
Accounting Assistant 3

General Description

The Bureau of Behavioral Health Wellness and Prevention is hiring for a contractual Accounting Assistant 3.

This position will serve as a fiscal support staff for a large revenue budget. This will include working to ensure payments are appropriately made to the state, making deposits, ensure accounts are kept up to date, and update various reports and records for this large revenue account.

Accounting Assistant class specifications can be found here:

[https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/20/02-300spc\(1\).pdf](https://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/ClassSpecs/20/02-300spc(1).pdf).

Responsibilities and Standards

- Assist fiscal managers with management of a large revenue account;
- Make deposits;
- Complete daily cash receipt procedures;
- Update revenue tracking logs and reports daily;
- Serve as main point of contact for payers; and,
- Other duties as assigned.

Requirements

Graduation from high school or equivalent education and three years of progressively responsible clerical accounting experience which included duties such as responsibility for accounts payable, accounts receivable, payroll and/or other accounting data; setting up computer spreadsheets to record, track organize and report data; researching and interpreting financial to data prepare reports and respond to budget and accounts related inquiries; and reconciling accounts; OR one year of experience as an Accounting Assistant II in Nevada State service which included clerical accounting duties as described above; OR an equivalent combination of education and experience as described above. (See Special Requirement)

Competencies

- Clerical accounting principles, practices, and techniques;
- Budgeting and funding regulations, practices, and procedures;
- Accounts payable and receivable functions efficient to recognize discrepancies;
- Computer spreadsheet techniques; and
- Track and organize data

Salary information

\$17.80 to \$20.97 per hour, depending on experience

The employee maintaining a hybrid work schedule -- part time in office, part time work from home preferred. Office located in Carson City, NV.

Candidates located in other parts of Nevada can be considered for fully remote work.

To apply, please send resume and cover sheet to Stacy McCool at smccool@health.nv.gov.