

Position opens: February 25, 2019

Elko County Human Resources Employment Opportunity Announcement

POSITION: Accountant I

SALARY: Step 1 - \$ 16.8010
Step 2 - \$ 17.3053
Step 3 - \$ 17.8245

APPLICATION DEADLINE: March 22, 2019

Elko County is seeking a detail oriented, self-starter with excellent customer service skills who can work in a dynamic team-oriented environment. The position is responsible for various duties related to accounting services performed by the Fiscal Affairs Department. Must have knowledge of accounts receivable systems, general ledger accounts and be able to work efficiently on a mainframe computer terminal. This candidate will perform other administrative support duties as needed. Strong computer and spreadsheet skills required. One (1) year bookkeeping or accounting experience is desirable. Knowledge of governmental accounting systems a plus. Successful candidate must pass a criminal background check.

- 100% PERS Retirement
- Minimal Fee for Employee Health, Vision, Dental and Life Insurance

Obtain an application and full job description at www.elkocountynv.net.

Elko County Human Services
540 Court St, Suite 105 (Physical Address)
571 Idaho St. (Mailing Address)
Elko, NV 89801
(775) 738-4375 phone
(775) 738-5984 fax

Elko County is an Equal Opportunity Provider and Employer.

In compliance with applicable laws reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.



**ELKO COUNTY
HUMAN SERVICES**
571 Idaho Street
Elko, NV 89801
775.738.4375
775.738.5984 (fax)

**Job Code: 15111
Date Est.:
Last Rev.: 2/2019
FLSA: Non-exempt
Probation: 6 Months**

ACCOUNTANT I

DEFINITION

Responsible for various clerical accounting duties related to the Fiscal Affairs Department and County Manager's office, including reviewing and entering data, processing transactions, and customer service.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Comptroller and general supervision from the Chief Financial Officer.

EXAMPLES OF DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist in processing accounts payable and other disbursements; assists in maintaining various ledgers, registers and journals.
- Cross-trains with and provides back-up to a variety of Fiscal Affairs and County Manager office functions, including receptionist duties as needed.
- Assist in processing P cards; codes account numbers on invoices, processes electronic posting.
- Assists with payroll processing; enters data into the system; prepares payroll information for department delivery and disbursement.
- Provides customer service; responds to requests for information, and attempts to resolve them by researching files and records within the scope of authority; updates, retrieves and releases information according to procedures; refers matters requiring policy interpretation to supervisor for resolution.
- Contributes to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as active member of a work team.
- Prepares reports, correspondence and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Assists in entering the annual budget into the general ledger system; and in the compilation of the tentative and final budgets for the County and unincorporated towns and districts.

- Assists independent auditors in researching data or entering adjustments as required.
- Assists with regional Drug Court client accounts.
- Sends payable checks to vendors with appropriate back-up information.
- Provides backup and assist with maintenance and processing of utility billings, deletions and collections.
- Assists with compilation of 1099s on an annual basis.
- Complies with Elko County policies and department procedures.
- Accurately completes work assignments in a timely manner.
- Advises supervisor of project / work status.
- Uses standard office equipment, including computer, in the course of work.
- Demonstrates courteous and cooperative behavior when interacting with the public and County staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains absolute confidentiality of work-related issues, records and County information.

QUALIFICATIONS

KNOWLEDGE OF:

- Basic principles of accounting and bookkeeping for local governments.
- Applicable policies, procedures and regulations pertaining to local government finance.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Specialized County accounting software applications.
- Personal computers utilizing standard and specialized software applications.
- Communicating effectively in oral and written formats.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

ABILITY TO

- Review and verify the accuracy of accounting and transaction data reports.
- Maintaining accurate accounting records, and identifying and reconciling errors.

- Performing mathematical calculations with skill and accuracy.
- Entering numerical data into a computer system with speed and accuracy.
- Use a personal computer, using standard software programs such as Microsoft Office.
- Compose letters and correspondence using proper grammar and spelling.
- Keep complete and accurate records and files.
- Research and understand County Codes, Nevada Revised Statutes, resolutions and minutes.
- Solve problems which may arise in a timely manner.
- Work independently and follow oral and written instructions.
- Establish and maintain effective working relationships with staff, coworkers, contractors and the public.

EXPERIENCE AND EDUCATION

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities.

A typical way to gain the necessary experience is at least one (1) year of clerical experience with emphasis in accounting principles and procedures.

LICENSES OR CERTIFICATES

- Must possess and maintain a valid Nevada driver's license.

MACHINES / TOOLS / EQUIPMENT

- Personal computer and related equipment
- 10-key adding machine
- Copy machine/Scanner
- Postage Meter
- Multi-line phone

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

Work is performed in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear; sit;

use hands to finger, handle, feel or operate objects or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.

The employee must occasionally lift and / or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.