

NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY

Pending Approval

Account Clerk I

Public Works

Pahrump, NV

Under supervision, performs clerical duties primarily involving numbers and forms; may perform bookkeeping functions, processes numeric information, posts entries in journals and ledgers, keeps statistical records, processes purchasing requests and payroll information, inputs data to compute; performs other clerical work such as filing, typing correspondence, issuing of form letters. Work is performed according to established procedures, although employees are expected to perform standardized tasks independently. Work is reviewed by supervisors through observation and review of records and reports.

Representative Duties:

- Posts to, and maintains variety of records, prepares, or assists in preparing special and regular reports.
- Receives, records cash receipts; prepares daily tabulations and transactions; allocates to proper funds following established routines; makes daily entries.
- Classifies receipts and disbursements in accordance with established codes, refers questionable allocations to supervisors; maintains billing and posting of charges and credits to accounts; and prepares summary sheets and trial balances.
- Maintains and controls books for subsidiary and operating funds; prepares and maintains necessary records and reports.
- Inputs data to computer, verifies accuracy, prepares reports.
- Processes claims and vouchers for payment ensuring accuracy and appropriate documentation.
- Performs variety of clerical functions in addition to accounting responsibilities, including typing of correspondence, filing, mailing, bursting, collating, and copying.
- Performs other related duties as assigned or required.

Job Requirements:

- High school diploma or equivalent
- Valid Nevada Driver's License

Starting Hourly Pay with Benefits: \$21.64/Hour

Pay Rate: \$15.57/ Hour

Benefits: Benefits: Nye County offers an attractive benefits package including 100% County paid medical, dental, vision, and life insurance for the employee, 120 hours of sick and 120 of annual leave accrued yearly. Eleven (11) paid holidays, Nye County participates in the Public Employees Retirement System (PERS) and contributes 100% of the employee contribution **pay nothing into Social Security**, 4% wage increase annually, receive longevity pay after 6 years of service, Monday thru Thursday (4-10 hours) schedule.

Nye County requires a pre-employment drug screen through a designated facility employment is contingent upon successful completion of this process.

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not filled out completely **will not** be considered. Applications may be obtained and returned to the following NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2101 E. Calvada Blvd., Suite 150, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer, applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 751-6301 with any questions.

Deadline: August 25, 2021 @ 5:00 p.m.