

**The Nevada System of Higher Education
Position Announcement
For
Accounting Specialist**

The Nevada System of Higher Education (NSHE) invites applications and nominations for the position of **Accounting Specialist**. This is a renewable, full-time, non-tenured, administrative position and reports to the SCS Business Manager. The position will be located at System Computing Services (SCS) in Reno, NV. The NSHE is comprised of eight institutions: two universities, a state college, four community colleges, and a research institute. The public system of higher education in Nevada serves over 100,000 students statewide.

The Nevada System of Higher Education (NSHE) System Computing Services (SCS) provides IT support and budgetary and fiscal processes for the NSHE and state-wide partnerships. The Accounting Specialist works as part of the Budget Office team.

SALARY GRADE B: Starting salary range of \$37,006 - \$50,000 and benefits package that includes health, dental, vision, life and retirement.

APPROXIMATE STARTING DATE: September 1, 2017

MINIMUM QUALIFICATIONS: The successful candidate must have at least a Bachelor's degree from a regionally accredited institution and one year of professional experience (or) an Associate's degree with (2) two years of professional experience (or) the equivalent of (5) five years of related professional experience. Experience working with Workday, State of Nevada or NSHE fiscal, budgetary, purchasing and accounting systems is preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Successful candidates must possess the following knowledge, skills and abilities. Applicants must address each of the following in their letter of application when applying for this position.

- Possess appropriate communication, organization and analytical skills
- Ability to use ERP systems, web-based applications and intermediate/advanced experience with Microsoft Excel
- Ability to work independently without supervision and with a high degree of accuracy
- Knowledge of accepted accounting practices
- Demonstrated experience in business, accounting or finance related areas
- Strong communication skills are required
- Organization skills are critical
- Ability and interest to learn new financial systems, processes and methodologies

RESPONSIBILITIES: The duties of this position will include, but not be limited to, the following areas of responsibility within the Budget Office:

- Provide operational and budget support for SCS
- Gather/extract data from a variety of internal/external sources and automated systems
- Resolve conflicting financial and statistical data
- Maintain, prepare, process and distribute classified overtime, grant-in-aid, computer loans, sensitive goods inventory, requisitions, request for payment, journal vouchers and other financial documents

- Reconcile large volume purchasing card transactions and statements using automated systems
- Securely maintain both paper and electronic financial records and documents
- Process accounts payable and receivable documents
- Assign accounting codes and work in accordance with complex NSHE budget rules, regulations and contract requirements
- Participate in iNtegrate/Workday training sessions and process implementation

TO APPLY: The application process will be handled through the Consensus on-line search process. Application materials must include a current resume, detailed cover letter, and names, addresses and telephone numbers of four professional references willing to be contacted. Applicants should fully describe qualifications and experience, since the initial review will serve to evaluate applicants based on documented, relevant qualifications and professional work experience. The review of materials will begin immediately. Materials should be addressed to Lori Mandracchio, Search Coordinator, and are to be submitted via on-line application at <https://hrsearch.nevada.edu/>. For assistance with NSHE's on-line applicant portal, contact Lori Mandracchio at (702) 889-8426 or lori_mandracchio@nshe.nevada.edu.

APPLICATION DEADLINE: Applications may be submitted until the position is filled; however, to ensure full consideration, applications should be submitted by **August 20, 2017**.

For more information about the Nevada System of Higher Education, please visit our website at www.nevada.edu. The Nevada System of Higher Education hires only United States citizens and aliens lawfully authorized to work in the U.S. The NSHE is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, genetic information, sexual orientation, gender identity or gender expression.