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## Accounting Assistant – Las Vegas

Nevada Legal Services (NLS) strengthens communities across Nevada by ensuring fairness and providing equal access to justice. We are a non-profit legal aid organization providing free legal services to low income people in every county in Nevada. Our primary source of funding is through a grant from the federal Legal Services Corporation.

Nevada Legal Services has an opening in our Administrative Office for an Accounting Assistant. Reports to and receives general direction from the Comptroller. The Accounting Assistant assists the Comptroller with accounting, budgetary and auditing functions and is responsible for grant financial and compliance manage for the program. We provide paid sick and vacation time, medical insurance for the employee and dependents, as well as dental, vision and life insurance. The salary range for this position is \$30,000-\$48,000, depending on experience.

Visit our website at [www.nevadalegalservices.org](http://www.nevadalegalservices.org) and follow us on Twitter, Facebook and YouTube.

### Requirements:

- Prepares monthly operating, capital and cash flow reports for the programs, reviewed by the Comptroller.
- Prepares monthly grant activity reports on results achieved versus programmatic and/or financial budgets and forecast of activities need to be performed in order to satisfactorily complete the grants. Report to be presented and reviewed with Grant Program managers, Executive Director and Comptroller.
- Works with Comptroller to prepare for annual audit by outside firm.
- Assists Comptroller in internal auditing functions.
- Manages all financial and compliance aspects of grants; ensures that effective financial and accountability controls are in place; maintains adequate financial records and supporting documentation.
- Controls and reports costs in accordance with grant agreements.
- Maintains grant master files.
- Processes grant invoices and prepares grant financial and performance reports.
- Reconciles all bank accounts for review and approval by the Comptroller.
- Assists staff members with financial issues, as required.
- Trained to perform the functions of the Comptroller should the need arise.

### Qualifications:

- Minimum Associate's degree in Accounting, Bookkeeping, Finance, or similar field. Bachelor's degree preferred. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of Priorities while meeting deadlines
- Non-Profit Experience (preferred)
- MIPS Accounting Software
- Ability to be crossed trained in multiple positions.

### Application Instructions:

Applications will be reviewed on a rolling basis until the position is filled. Provide cover letter explaining interest, a resume, and 3 references to [careers@nevadalegalservices.org](mailto:careers@nevadalegalservices.org), and reference "Accounting Assistant" in the subject line. Veterans and persons with Disabilities are encouraged to apply

*Nevada Legal Services (NLS) is committed to a policy of equal opportunity and fosters an environment free of*

*barriers and discriminatory practices. NLS actively promotes mutual respect, acceptance, teamwork and productivity. NLS is committed to maintaining an organization whose staff, Board and clients are diverse in background, experience, race, color, national origin, gender, age, religious reference, marital status, sexual orientation, sensory, mental or physical abilities, veteran status, and other qualities that strengthen the program while reinforcing its commitment to basic fairness. People of color, people who identify as transgender, lesbian, gay, or bisexual, and those with disabilities are strongly encouraged to apply. Individuals needing a reasonable accommodation for the application, interview process or for more information about the program may send a request to the email address provided.*