



ECVA  
700 Moren Way  
Elko, Nv 89801  
775.738.4091

Dept/Job: Code: Finance/ 4  
Date Est: January 2023  
Last Rev:  
FLSA: Non-Exempt  
Probation: Six (6) Months  
Schedule: 40 Hrs/wk M-F  
Reports to: Executive Director  
Supervises: Direct (0) Indirect (2)

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## POSITION DESCRIPTION ACCOUNTANT I

### **SUMMARY OF JOB PURPOSE**

Accountant I performs government accounting and fiscal analysis in the preparation, maintenance, analysis, and verification of the Elko Convention and Visitors Authority's (ECVA) fiscal and accounting records; analyzes and reconciles accounts; prepares journal entries and financial statements; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the ECVA Executive Director. This position does not require supervision of personnel, may have indirect guidance with some personnel.

### **ESSENTIAL FUNCTIONS**

*Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

- Maintain a variety of ledgers and journals by analyzing and balancing accounts, reviewing balance sheets, revenue and expenditure/expense ledgers, and financial statements for unusual fluctuations, and resolving discrepancies.
- Assist with preparation of annual and interim financial statements and reports for all funds.
- Assist independent auditors in researching data or entering adjustments as required.
- Assist with compilation of the tentative and final budgets for the Elko Convention & Visitors Authority (ECVA) and provide budget information to departments on a timely basis.
- Analyze and reconcile accounts and prepare appropriate journal entries, balancing with cash/bank accounts.
- Prepares and processes ECVA payroll and process necessary associated payroll payments.
- Review fiscal records to insure proper disbursement of funds to different accounts.
- Monitor all vouchers entered for payment, checking for accuracy and completeness.
- Assist with the analysis and approval of fund transfers and ensure that they meet program and legal requirements.
- Reconcile and analyze grants and record related receivables and deferrals.
- Assist with analyzing general ledgers, revenue and expenditure/expense reports, and budget reports for accuracy and required procedures.
- Responsible for the updating and balancing the fixed asset accounting system, including verification of department inventory lists and new purchases.
- Complete year-end schedules, notes, and other items relating to the year-end audit.
- Compile information for State financial reports.
- Perform other clerical and administrative support duties as required.
- Monitors compilation of 1099's on an annual basis for accuracy and completeness.
- Comply with ECVA policies and procedures.
- Accurately completes work assignments in a timely manner.
- Advise supervisor of project / work status.
- Communicates tactfully, both orally and in writing, with co-workers and the general public.
- Listens carefully and responds appropriately.
- Operates computers, using appropriate software in fiscal analysis and reporting.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS (KSAs)**

*An employee in this position must have the following, knowledge, skills, and abilities upon application:*

### **KNOWLEDGE OF:**

- Acquainted with (GAAP) Generally Accepted Accounting Principles.
- Working knowledge of modern office practices, procedures, and regulations.
- Business correspondence formats, record keeping, report preparation, filing methods, and records management techniques.
- Personal computer hardware and software including word processing, spreadsheets, and databases for the purposes of creating, editing, and distributing information.
- Thorough knowledge of all applicable federal and state laws and regulations, county, ordinances and regulations, department rules and regulations, and relevant court rulings.
- Operate a motor vehicle safely.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **SKILLS**

- Communicating effectively both verbally and in writing.
- Demonstrating excellent interpersonal skills especially in dealing with the public.
- Understanding and carrying out basic written and oral communications.
- Managing time effectively.
- Entering data and typing with speed and accuracy.
- Applying basic accounting concepts. Making and verifying arithmetical computations with accuracy and speed.
- Using the tools and equipment listed below.
- Creating a fair, unbiased, cooperative work atmosphere.

### **ABILITIES TO:**

- Perform technical accounting work.
- Prepare statements and reports for a variety of sources.
- Analyze and evaluate financial data, researching and gathering appropriate information to resolve problems.
- Analyze, develop, and modify financial recordkeeping procedures.
- 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.
- Developing and maintaining effective working relationships with subordinates, peers, supervisors, city, county, state and federal officials and the public as needed. Dealing with problems courteously and tactfully.
- Comply with all Elko Convention and Visitors Authority policies and procedures.
- Produce effective presentations and reports by researching and synthesizing information. Preparing text, graphs, charts, and graphics.
- Make mathematical calculations rapidly and accurately.
- Process cash money transactions,
- Reconcile cash receipts with cash journals and other documents,
- Read, interpret, and apply technical procedures, codes, and related materials.
- Understand and follow directions.
- Properly operate office machines such as adding machines and computers.
- Speaking effectively before public groups and responding to questions.
- Maintaining electronic and written records and preparing reports. Documenting all applicable information pertaining to the activities and responsibilities of the position.
- Manage multiple tasks ensuring their successful completion. Meeting deadlines, adhering to due dates, following up correspondence.
- Effectively communicate and make sound judgments and decisions.
- Recognize and respect all sensitive information and maintain confidentiality.

- Model expected behavior, motivating fellow staff and volunteers, work with diverse groups.
- Follow all safety policies.
- Pass a background check.

### **EDUCATION AND EXPERIENCE**

*Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- High School Diploma or equivalent.
- Associates Degree in accounting processes is helpful.
- Any combination of experience and education that would likely produce the required knowledge and abilities
- Work experience as a senior accountant preferred.
- Computer experience required.

### **LICENSES OR CERTIFICATES**

*Continued employment is contingent upon all required licenses and certificates being maintained in an active status without suspension or revocation, including completing all required continuing education credits as required by the licensing agency.*

- Nevada Driver's License
- Must maintain any required approvals and designations as required.

### **OTHER REQUIREMENTS**

#### **PHYSICAL and MENTAL REQUIREMENTS**

*The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity, coordination, and vision with the ability to adjust focus. Command and use of keyboard and video display terminal, sometimes for prolonged periods. Dexterity and coordination to manage files and single pieces of paper; occasional lifting of items weighing up to 25 pounds, such as files, stacks of paper, safety equipment, tables, chairs, decorations, and other materials. Moving from place to place within the office, convention center, conference center and other work sites, reaching for items above and below waist level, including above the head. Endurance and vision to drive for extended periods of time throughout the County and State. Sitting and standing for lengthy periods of time and walking various distances. The ability to process mathematical computations. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately manage stress and interact with others, including supervisors, coworkers, clients, and customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

#### **WORKING CONDITIONS**

Generally clean office working environment, with limited exposure to dust, fumes, odors, or noise; however, other work sites, including outdoors, will include time in all types of conditions, with exposure to dust, fumes, odors, heat, cold, noise and other environmental factors possible or likely. Video terminal use on a regular basis, microwaves are in use on the premises, wireless and broadband connections and equipment are present. May be required to drive alone for extended periods of time throughout the county and state. When riding in a vehicle, there may be exposure to extreme heat, cold, dust, noise, vibrations, and other environmental factors.

Tools and equipment used include personal computer, printer, scanner, radio, telephone, calculator, copy machines, fax machines, postage machines and other associated office equipment. Incumbent will occasionally be asked to travel in a passenger vehicle and/or on a plane.

**EFFECT ON END RESULT**

This position has a direct impact on the overall effectiveness with which the organization accomplishes its mission in service to the public and the community. Improved public perception as a quality organization demonstrated by effective and uniform enforcement of the ECVA policies and procedures.

*This job description is not intended and should not be construed to be an exhaustive list of all responsibilities, skill, efforts or working conditions associated with the job. It is intended to reflect those principal job elements essential for recruitment and selection for making fair job evaluations, and for establishing performance standards. The incumbent shall perform all other functions and/or be cross trained as shall be determined at the sole discretion of the Executive Director, who has the right to amend, modify, or terminate this job in part or in whole. Incumbent must be able to perform all job functions safely.*

**Signatures/Dates**

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Incumbent Printed Name

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Supervisor Printed Name

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Incumbent Signature

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Supervisor Signature

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Date Signed

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Date Signed