



ACCOUNTING SPECIALIST

OPEN COMPETITIVE RECRUITMENT

APPLICATION DEADLINE: **Sunday, October 25** or until filled (early applications encouraged)

SALARY RANGE: \$50,698.44-\$87,437.26 per year, depending on experience

THE REGIONAL TRANSPORTATION COMMISSION (RTC) OF WASHOE COUNTY, NEVADA, an integrated transportation agency that serves as the Metropolitan Planning Organization (MPO), transit authority, and street and highway construction agency invites applications for the position of **Accounting Specialist**.

Application Instructions

Interested candidates must submit:

- A completed RTC Employment Application
- A resume
- A letter of interest

Apply online: <https://rtcwashoe.com/news/careers/>

Incomplete submissions will not be accepted.

Position Overview

This non-exempt position is an excellent opportunity for an accounting professional who has strong attention to detail and enjoys working with financial data, maintaining accurate records, and supporting the day-to-day financial operations of a public agency. As an Accounting Specialist, you'll play an important role in processing accounting transactions, reconciling financial records, supporting reporting activities, and ensuring compliance with accounting standards and agency procedures.

If you are organized, collaborative, and take pride in producing accurate work while providing exceptional customer service, we'd love to hear from you.

Key Responsibilities

Duties may include, but are not limited to:

- Process accounts payable, accounts receivable, and other accounting transactions accurately and timely using computerized financial systems.
- Review, reconcile, and maintain financial records, identifying and resolving discrepancies to ensure data accuracy and compliance.
- Prepare financial reports, compile data, and support accounting analyses and routine reporting requirements.
- Research accounting questions, audit transactions, and assist with resolving financial issues

while maintaining organized accounting records.

- Review financial documents for compliance with agency policies, accounting standards, and applicable federal, state, and local regulations.
- Respond to inquiries from vendors, departments, and staff by providing accurate financial information and excellent customer service.
- Monitor invoices, maintain financial databases, and support the integrity of accounting records and financial reporting.
- Maintain confidentiality of financial information while supporting special projects and continuous improvement initiatives within the Finance Department.

Minimum Qualifications

To be considered, candidates must meet one of the following:

- One (1) year of applicable experience.
- High School Diploma or higher.
- Or an equivalent combination of education and experience that demonstrates the ability to perform the essential duties.

Benefits Package

- Nevada Public Employees' Retirement System (PERS) – 100% agency paid
- Twelve (12) paid holidays
- Employer-subsidized medical, dental, and vision coverage on 31st day of employment (employee only premiums paid 100%)
- Generous vacation, sick, and personal leave
- Life insurance and long-term disability insurance

Nevada does not have a state income tax, and RTC does not participate in Social Security.

About the Selection Process

All applications will be evaluated to identify candidates whose qualifications best match the RTC's needs. The most qualified applicants will be invited to participate in the next phase, which includes:

- A panel interview
- Possible assessment exercises

The RTC is an Equal Opportunity Employer and Drug-Free Workplace.