

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

Rachakonda D. Prabhu, M.D.  
Board President

Edward O. Cousineau, J.D.  
Executive Director



## Nevada State Board of Medical Examiners Position Announcement

**Position Title: Finance Assistant**

**Location: Reno, NV**

### **Summary**

The Nevada State Board of Medical Examiners (Board) is searching for a Finance Assistant for our Reno, NV office. This position is responsible for assisting the Finance Manager in all accounting functions, with primary responsibilities in receipting, purchasing, office inventory, and accounts payable processing. Candidates need to be detail orientated and possess strong interpersonal skills. Bookkeeping and QuickBooks experience is preferred.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

*The salary range for this position is \$35,000 to \$45,000 on the PERS employer compensation schedule.*

### **Assigned Responsibilities**

- Perform basic accounting functions for accounts receivable and accounts payable as required on a daily case-by-case basis, including contract and receivables tracking;
- Maintain office supply inventory; research products, prices and suppliers; prepare purchase orders; place orders; and verify items received against invoices and purchase orders;
- Verification of credit card receipts, assist in making travel arrangements, and other expense verification;
- Coordinate maintenance and repair of office equipment;

- Receipt incoming payments (checks, credit cards, etc.), working closely with the Credentialing and Consumer Assistance Specialist and Licensing personnel;
- Other specialized duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to maintain confidentiality of information, which includes familiarity with the Board's licensing and enforcement software program, to prevent distribution of any inaccurate information which could harm the reputation of any licensee of the Board;
- Ability to learn and apply established procedures;
- Ability to work accurately and rapidly with names, numbers, codes and symbols;
- Knowledge of and ability to utilize computer applications;
- Ability to interpret written and oral instructions;
- Ability to maintain pleasant demeanor in communication with staff and outside contacts.

### **Education, Training and Experience**

A high school graduate with basic bookkeeping experience preferred, and a working knowledge of basic computer software programs. Basic knowledge of QuickBooks preferred.

*This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.*

### **How to apply**

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners  
Attn: Donya Jenkins, Finance Manager  
9600 Gateway Drive  
Reno, Nevada 89521  
[djnsbme@medboard.nv.gov](mailto:djnsbme@medboard.nv.gov)

Applications will be accepted until recruitment is satisfied.

*The Nevada State Board of Medical Examiners is an equal opportunity employer.*