North Lake Tahoe Fire Protection District

Serving the Citizens of Incline Village & Crystal Bay, NV

Recruitment for Accounting Technician

The North Lake Tahoe Fire Protection District (NLTFPD) is currently recruiting a highly trained and motivated individual with exceptional Accounting and customer service skills as an Accountant.

Since 1959, NLTFPD has had the honor of protecting life and property in one of the most beautiful places on earth. Additionally, NLTFPD has maintained an active presence and strong reputation amongst our agency partners in the Lake Tahoe Basin and surrounding jurisdictions. NLTFPD is nestled in the northeastern portion of the Lake Tahoe Basin, on the Nevada side of the Lake serving the communities of Incline Village and Crystal Bay, an area of approximately 16 square miles. The area has a permanent population of approximately 10,000 residents that doubles during peak winter and summer recreational periods.

DUTIES ARE, BUT NOT LIMITED TO:

The Accounting Technician supports the District's financial operations through detailed and accurate accounting work. This position is responsible for a variety of accounting and administrative functions, including processing accounts payable and accounts receivable transactions, managing purchasing and inventory for the Fuels Division, and assisting with financial reporting, audit preparation, and process improvements. This role offers valuable growth opportunities to develop a career in accounting & financial management.

Required Qualifications

- High School Diploma or GED certificate.
- Preferred associate's degree, or equivalent experience of 1-3 years in accounting, finance, business, or a closely related field, including data entry for Accounts Payable & Accounts Receivable.
- Experience in public or government finance a plus.
- Strong understanding of accounting principles and financial reconciliation processes.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and prioritize effectively.
- Adept in modern computer & software equipment and communication tools used for business functions for programs, projects, and task coordination, including Microsoft Office Suite.
- Strong communication and interpersonal skills working with staff & the public.
- Discretion in handling confidential information.
- Excellent typing and 10-key skills.

BENEFITS

- Hourly range $22.26-$29.98 DOE
- No Nevada State Income Tax if Nevada resident
- Nevada PERS - contributions paid 100% by District. Participants vested after five years.
- Vacation, Sick, Holiday, Comp Time
- 100% Employee & Dependent Medical, Dental, Vision and Life Insurance paid by the District.
- Workers' Compensation
- Employee Assistance Plan
- Deferred Compensation plans available
- Voluntary additional insurance plans available
- Flexible 4 or 5 workdays/week

SELECTION PROCESS

Applicants who meet the experience, training, and license or certification requirements for the Accounting Technician role will be offered to participate in the selection process.

All applicants will be required to participate in:

- Interview
- Accounting skills test

Successful applicants will be scheduled for a Fire Chief interview.

TIMELINE

Applications Open until filled
Selection Begins: June 9th
Positions Offered: After June 9th

RECRUITMENT COMMUNICATION

Questions regarding job-posting contact: Chief Financial Officer Jackie Signorelli
jsignorelli@nltfpd.net
Submit applications to:
employment@nltfpd.net

FOR MORE INFORMATION

View complete job posting and instructions:
www.nltfpd.org/employment

North Lake Tahoe Fire Protection District
866 Oriole Way
Incline Village, NV 89451
Phone 775.831.0351
www.nltfpd.org