



BE PART OF SOMETHING GREATER!

ACCOUNTING SPECIALIST

Position Summary: Greater Nevada is seeking an experienced Accounting Specialist for our office in Carson City. The successful candidate must have a minimum of three years experience in the Accounting field. Confidentiality and management of sensitive information is critical. Excellent written and verbal communication skills; the ability to work positively and cooperatively with staff on all levels; and the ability to prioritize and manage multiple projects are required. Must be proficient in MS Office, Word and Excel. Candidates with mortgage accounting experience are encouraged to apply.

Available Locations: Current employment opportunity is available in Carson City.

We are looking for individuals with the following attributes:

- General knowledge in the Accounting field
 - A commitment to community volunteer involvement
 - Ability to work positively and cooperatively with staff on all levels
 - Excellent written and verbal communication skills
 - Ability to process 1099's and pre-pays.
 - Ability to prioritize and manage multiple projects
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Greater Nevada proudly offers all employees:

- A positive and Team Oriented Environment
- Competitive Compensation including uncapped Sales Production Commissions and Incentives
- Paid Time Off for Volunteer Activities
- Excellent Training and Career Development Opportunities

Join Greater Nevada in a full-time position and become eligible for:

- Medical, Dental, Vision, Life, and LTD Insurance
- 401(k) Plan (Also available for PT positions)
- Paid Holiday, Vacation, Sick & Sabbatical Leave

Bilingual fluency in English and Spanish is desired for all positions at Greater Nevada.

How to apply: Fax or mail your resume or completed application to the following:

Department of Human Resources
Attn: Human Resources Specialist
PO Box 2128
Carson City, NV 89702
Or Fax: 775-884-7043

Download materials available from: <http://www.gncu.org/employment.html>
You may e-mail a request for information to: employment@gncu.net or call
775-888-GNCU (4628)

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