

The **Highway Patrol Division** currently has Departmental transfer opportunity for an **Accounting Assistant I**.

This position provides professional office support including screening and routing incoming phone calls for the division. This position is also responsible for maintaining an accurate and complete filing system for the Nevada Highway Patrol's Fiscal unit ensuring documents are properly compared to fiscal years, warrant numbers are properly documented and documents are filed in the correct location. The position is also responsible for accounting processes including processing state claims (researching invoices presented for payment from previous years to ascertain the invoice is valid and had not been paid and, if so, prepares the stale claim request), processing car wash invoices for payment, and at least weekly makes cash deposits and enters the cash receipts in IFS.

If you are interested in transferring to this position, please submit your written request to humanresources@dps.state.nv.us . Written requests will be accepted until **5:00 pm, Friday September 21, 2018**. **If you have questions regarding this position, please call John McCuin at 775-684-4883.**

When submitting a transfer request, please include the division you are presently working in, the geographical location and position you are applying for and your telephone number.

Transfer Opportunities require the attached form to be completed when interested in a Transfer Opportunity. Also, please attach any documents or information you would like the division appointing authority to utilize for your consideration for the transfer opportunity.