

The **Director's Office** currently has a Departmental transfer opportunity for an **Accounting Assistant III in Carson City, Fiscal Unit**.

This position reports to the Management Analyst 1 in the Director's Office fiscal section. This position is one of three positions that shares in the accounts payable, purchasing, grant tracking, receivables and declining balance sheets. These functions are specifically performed for seven different budget accounts and in addition many transactions involving all the operating budgets for DPS. This position requires significant organization skills, accuracy and attention to detail (Monday through Friday; 8:00 a.m.-5:00 p.m.).

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, Tuesday, April 25, 2017**. **If you have questions regarding this position, please call Sheri Brueggemann at 775-684-4536.**

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.