



Central Lyon County Fire Protection District is seeking applicants for the position of:

Business Operations and Accounting Analyst
(see accompanying job description)

Open Competitive
Application Closing Date: September 8, 2026, 1700 hours

Central Lyon County Fire Protection District is seeking a skilled, detail-oriented professional to support daily business operations, financial reporting, and continuous process improvement. The Business Operations and Accounting Analyst will help strengthen the accuracy, consistency, and efficiency of the District's administrative and financial workflows while providing practical, data-driven information to support leadership decisions.

This position is a key member of the administrative team and reports to the Business Manager/HR Director. The successful candidate will analyze office procedures, monitor financial performance, prepare reports and reconciliations, support budget and audit functions, improve reporting systems, and provide backup support for critical business-office functions. The position regularly handles sensitive financial, personnel, and operational information and requires a high level of confidentiality, accuracy, professionalism, and discretion.

Central Lyon Fire is looking for an analytical and service-minded professional who takes ownership, follows through, communicates clearly, and can translate complex financial and operational information into useful recommendations. The ideal candidate will be comfortable working across departments, improving established processes, and supporting a public-safety organization where accuracy, accountability, and dependable execution matter every day.

Salary Information:

This is a full-time, FLSA non-exempt, hourly position. Compensation is dependent upon the employee's Nevada PERS Employee/Employer (EE) or Employer-Paid (ER) contribution selection. The salary schedule contains four steps:

Business Operations and Accounting Analyst

EE \$90,858 \$95,640 \$100,674 \$105,972

ER \$75,909 \$79,904 \$84,110 \$88,536

*Salary pending Board of Director approval at the September 10, 2026 Board of Director's Meeting.

Primary Responsibilities:

- Analyze daily administrative business-office workflows to identify delays, duplication, control gaps, and practical opportunities for improvement.
- Develop standardized procedures, checklists, templates, tracking tools, process maps, and user guidance for recurring workflows.
- Analyze operating expenditures, revenues, account activity, cost trends, budget variances, unusual activity, cost drivers, and emerging financial risks.
- Perform cost comparisons, cost-benefit analyses, fiscal-impact analyses, resource-utilization reviews, forecasting, and other assigned statistical or management analyses.
- Prepare monthly, quarterly, annual, and ad hoc financial and operational reports, dashboards, spreadsheets, analytical models, and management information.
- Validate report data against source records, reconcile discrepancies, maintain organized supporting documentation, and clearly present significant trends, exceptions, and decision points.
- Maintain and validate financial and operational data in District accounting systems, spreadsheets, and reporting files, including review of transaction coding, classifications, and supporting documentation.
- Assist with annual and mid-year budget preparation, entry, review, monitoring, forecasting, amendments, augmentations, and management reporting.
- Assist with bank, revenue, expenditure, payroll, balance-sheet, and other assigned reconciliations, audit schedules, transaction support, and internal-control reviews.
- Identify control weaknesses, recurring errors, and reporting discrepancies; recommend corrective measures; and track assigned corrective actions through completion.
- Evaluate and improve spreadsheets, system reports, manual tracking methods, reporting templates, automated calculations, control checks, data-entry methods, account structures, and analytical tools.
- Coordinate with the Business Manager and administrative staff to clarify data inputs, handoffs, approval points, reporting requirements, and implementation results.

Knowledge, Skills, and Abilities:

- Governmental accounting principles and practices, including GASB requirements, GAAP, government auditing standards, and applicable public-sector fiscal laws and regulations.
- Financial analysis, budget-to-actual reporting, forecasting, variance analysis, reconciliations, internal controls, audit support, cost analysis, and management reporting.
- Business data processing, accounting data, records-management systems, spreadsheets, databases, reporting systems, and Microsoft applications.
- Ability to analyze, interpret, reconcile, and explain financial reports and transactions and prepare clear accounting reports, narratives, findings, and recommendations.
- Ability to use independent judgment within policy parameters, protect confidential information, follow through, close loops, and accurately relay information.
- Ability to communicate and work effectively with District personnel, the public, leadership, and Board members.

Preferred Qualifications for Employment:

- Valid driver's license maintained throughout employment.
- High school diploma or equivalent.
- Associate's degree in Accounting, Public Administration, Business Administration, or a closely related field.
- Relevant education or training in accounting, finance, public administration, business administration, economics, statistics, data analytics, or a closely related field.
- Experience conducting public-sector budget, financial, cost, revenue, expenditure, or fiscal-impact analysis, including budget-to-actual reporting, forecasting, variance analysis, or management recommendations.

- Experience designing and conducting analytical, statistical, operational, or program-evaluation studies using information collected, validated, reconciled, and interpreted from multiple sources.
- Experience developing, evaluating, and implementing policies, procedures, workflows, internal controls, or business-process improvements.
- Experience preparing analytical, narrative, statistical, or financial reports and presenting complex findings and recommendations to executive leadership, governing boards, committees, or stakeholders.
- Experience interpreting and applying laws, regulations, governmental directives, funding requirements, or administrative policies in a compliance, audit, contract, grant, or fiscal environment.
- Advanced experience with spreadsheets, databases, reporting systems, data-visualization tools, or governmental accounting/enterprise systems, including repeatable reports, dashboards, control checks, or analytical models.
- Experience coordinating complex projects or diverse work plans across departments, programs, or external organizations.

Desirable Qualifications:

- Bachelor's degree in Accounting, Public Administration, Business Administration, or a closely related field.
- Human-resource management or public-administration experience.
- Certified Public Accountant (CPA).
- Experience using MIP (Abila/Community Brands) accounting software.
- Nevada Notary Public.
- Lead or supervisory experience when assigning and reviewing work, training staff, or participating in performance management.

Working Conditions and Physical Requirements:

Work is primarily performed indoors in an office environment, with most duties completed at a desk and frequent interruptions to planned work. Occasional travel by vehicle may be required to pick up or deliver materials. The position requires prolonged use of a keyboard and video display terminal; the ability to sit, stand, bend, stoop, reach, access files and records, and handle paper files and reports; and occasional light lifting up to 25 pounds.

Regular and consistent punctuality and attendance are required. The employee must be able to interact professionally, communicate effectively, and exchange information accurately with staff, the public, and Board members. Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with applicable law.

Conditions of Employment:

- Successful completion of a background investigation and drug screening as a condition of employment.
- Willingness to work occasional overtime outside normal business hours and, when required, work outside the office.
- Maintain the licenses and qualifications required for the position throughout employment.

Terms of Employment:

Employment is a full-time, non-represented, at-will position with defined due process under the District Personnel Manual. The position is classified as FLSA non-exempt and hourly. The position qualifies for Nevada PERS subject to applicable enrollment and contribution requirements. Additional terms, leave, insurance, and employment benefits are governed by District policy and applicable benefit plan documents.

Selection Process:

Following review of the application materials, qualified applicants may be invited to participate in one or more interviews and job-related assessments. The process may include accounting, spreadsheet, financial-analysis, writing, reporting, workflow-analysis, communication, and other work-quality exercises applicable to the position. Finalists may be asked to provide additional information or work samples relevant to the position.

Central Lyon County Fire Protection District Proposed Wage Scale

Grade	Position	Step 1	Hourly Step 1	Step 2	Hourly Step 2	Step 3	Hourly Step 3	Step 4	Hourly Step 4
Reclassified Position and Proposed Wage Scale									
BOAA-1	Business Operations and Accounting Analyst EE	\$90,858	\$43.68	\$95,640	\$45.98	\$100,674	\$48.40	\$105,972	\$50.95
BOAA-1 ER	ER	\$75,909	\$36.49	\$79,904	\$38.42	\$84,110	\$40.44	\$88,536	\$42.57
Former Position and Wage Scale									
GCS-1	Grants and Contracts Specialist EE	\$79,007	\$31.41	\$83,165	\$33.06	\$87,542	\$34.80	\$92,150	\$36.63
GCS-1 ER	ER	\$66,008	\$26.66	\$69,482	\$28.06	\$73,139	\$29.54	\$76,988	\$31.09
Grade	Position	Step 1	Hourly Step 1	Step 2	Hourly Step 2	Step 3	Hourly Step 3	Step 4	Hourly Step 4
Wage Increase	Employee/Employer Wage Increase EE	\$11,851	\$12	\$12,475	\$13	\$13,131	\$14	\$13,822	\$14
	Employer Paid Wage Increase ER	\$9,901	\$10	\$10,422	\$10	\$10,971	\$11	\$11,548	\$11