



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

Budget Technician

(see accompanying job description)

Open Competitive
Application Closing Date: October 29, 2026, 1700 hours

Central Lyon County Fire Protection District is seeking a dependable, detail-oriented professional to serve as Budget Technician. This position provides technical accounting and fiscal support for accounts payable, payroll, cash receipts, budget monitoring, financial recordkeeping, reconciliations, and daily business-office operations.

Reporting to the Business Manager/HR Director, the Budget Technician reviews and processes financial transactions; verifies coding, approvals, and supporting documentation; maintains accurate subsidiary records; prepares recurring reports and schedules; and assists with internal-control, audit, and budget-support activities. The position works with increasing independence within established policies, procedures, controls, and approval requirements.

Central Lyon Fire is looking for a service-minded professional who values accuracy, confidentiality, accountability, and follow-through. The ideal candidate can manage recurring deadlines, recognize incomplete or irregular transactions, communicate clearly with employees and vendors, and maintain organized, audit-ready records in a public-safety environment.

Salary Information:

This is a full-time, FLSA non-exempt, hourly position. Compensation is governed by the District's adopted salary schedule and is dependent upon the employee's Nevada PERS Employee/Employer (EE) or Employer-Paid (ER) contribution selection.

Budget Technician									
BT-1 EE	Employee Shared PERS	\$63,206	\$30.39	\$66,532	\$31.99	\$70,034	\$33.67	\$73,720	\$35.44
BT-1 ER	Employer Only PERS	\$52,806	\$25.39	\$55,585	\$26.72	\$58,511	\$28.13	\$61,591	\$29.61

Primary Responsibilities:

- Receive, review, and process vendor invoices, purchase orders, requisitions, credit memoranda, and payment requests for completeness, authorization, mathematical accuracy, and compliance with District procedures.

- Verify vendor information, payment terms, account and fund coding, classifications, approvals, and supporting documentation before entering transactions into the accounting system.
- Enter accounts-payable transactions, assemble payment batches, support check or electronic payment runs, distribute remittance information, and maintain current vendor and payment records.
- Collect, review, validate, and enter approved timekeeping, leave, overtime, premium-pay, stipend, deduction, benefit, and other payroll information within established deadlines.
- Assist with payroll calculations, registers, exception reports, direct-deposit files, employee payroll records, and research and correction of payroll discrepancies.
- Receive, record, safeguard, and prepare deposits for cash, checks, electronic receipts, fees, reimbursements, and other revenues; issue receipts and reconcile collections to deposits and accounting records.
- Assist with accounts receivable records, billings, reimbursement requests, outstanding balances, and proper application of receipts to funds, programs, revenue accounts, or receivables.
- Assist with annual and mid-year budget entry, account schedules, workpapers, authorized transfers, amendments, augmentations, journal-entry support, and year-end schedules.
- Monitor assigned accounts and prepared routine budget-to-actual reports, expenditure summaries, payroll reports, vendor reports, and other recurring or ad hoc financial schedules.
- Perform or assist with bank, cash-receipt, accounts-payable, payroll, vendor-statement, purchasing-card, receivable, and assigned general-ledger reconciliations.
- Compile organized supporting records for audits and management review; maintain audit-ready files and document corrections, approvals, reconciling items, and control exceptions.
- Maintain and validate financial, payroll, vendor, employee, and operational data in authorized systems, spreadsheets, and tracking files while protecting confidential information and system credentials.
- Create and maintain routine spreadsheets, templates, checklists, control totals, and records that improve accuracy and reduce duplicate or manual entry.
- Provide professional assistance to employees, vendors, departments, partner agencies, and the public regarding routine financial procedures, documentation requirements, and transaction status.
- Perform general office duties and provide trained, authorized backup support for critical business-office functions.

Knowledge, Skills, and Abilities:

- Principles and practices of bookkeeping and technical accounting, including accounts payable, accounts receivable, payroll, cash receipts, general-ledger coding, and reconciliations.
- Basic governmental fund and budgetary accounting concepts, financial recordkeeping, source-document verification, subsidiary ledgers, internal controls, audit trails, and records retention.
- Payroll terminology and practices, purchasing documentation, vendor maintenance, payment controls, cash handling, deposits, revenue recording, and fiscal-year cut-off procedures.
- Microsoft 365 applications, particularly Excel, Word, and Outlook, plus working knowledge of accounting, payroll, banking, and document-management systems.
- Ability to accurately calculate, review, code, enter, balance, and reconcile transactions and recognize irregularities, missing information, or unsupported documentation.
- Ability to organize work, manage recurring deadlines, maintain detailed records, follow written procedures, exercise judgment within established authority, and protect confidential information.
- Ability to prepare clear financial schedules, reports, correspondence, and explanations and work cooperatively with employees, vendors, leadership, Board members, and the public.

Minimum Qualifications:

- High school diploma or equivalent.
- Five years of progressively responsible clerical accounting, bookkeeping, payroll, accounts payable, cash-receipting, or financial recordkeeping experience.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Valid driver's license maintained throughout employment when required to perform assigned duties.

Desirable Qualifications:

- Associate degree or college coursework in accounting, finance, business administration, public administration, or a closely related field.
- Experience in governmental, special-district, or other public-sector accounting and payroll operations.
- Experience using MIP Fund Accounting (Abila/Momentive) or a comparable governmental accounting system and an integrated payroll system.
- Intermediate or advanced Microsoft Excel skills, including formulas, lookups, sorting, filtering, reconciliation tools, and controlled financial schedules.
- Experience supporting audits, financial reconciliations, budget development, purchasing, accounts receivable, or records management.
- Nevada Notary Public commission.

Working Conditions and Physical Requirements:

- Work is primarily performed indoors in an office environment, with most duties completed at a desk and frequent interruptions. Occasional travel by vehicle may be required. The position requires prolonged keyboard and display-terminal use; detailed review and accurate calculation; sustained concentration; sitting or standing for extended periods; occasional bending, stooping, reaching, or squatting; and occasional lifting up to 25 pounds.
- Regular and consistent punctuality and attendance are required. The employee must communicate effectively and exchange information accurately while handling sensitive financial, payroll, personnel, vendor, and operational information. 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 outside the office when assigned.
- Maintain the licenses and qualifications required for the position throughout employment.

Terms of Employment:

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

Selection Process:

- Following review of application materials, qualified applicants may be invited to interviews and job-related assessments. The process may include accounting, payroll, accounts-payable, spreadsheet, reconciliation, writing, records-management, customer-service, and other work-quality exercises applicable to the position. Finalists may be asked to provide additional information or relevant work samples.



To Apply:

Complete the District employment application available at <https://www.centrallyonfire.org/job-announcements>, and submit one PDF packet containing the completed application, letter of interest, cover letter, resume, and documentation supporting applicable qualifications. Submit the packet by October 29, 2026, no later than 1700 hours, to admin@centralfirenv.org. The complete job description is available with the job announcement on the District website.

Application Packet Checklist:

- Completed District employment application.
- Letter of interest and cover letter.
- Current resume.
- Copies of applicable degrees, licenses, certifications, or other qualification documents.

Important Information:

Incomplete or late application packets may not be considered. Applicants are responsible for ensuring all required materials are received by the stated deadline. Recruitment communications may be sent by email, and applicants should monitor the email address provided in their application materials.

Disclaimer:

The Fire Chief reserves the right to allow substitutions of suitable education, certifications, training, or qualifications and to determine a candidate's qualifications based on a combination of education, training, experience, character, and competence. The District may modify the selection process when necessary to meet operational or recruitment needs.

Equal Opportunity and Reasonable Accommodation:

Central Lyon County Fire Protection District provides equal employment opportunities consistent with applicable law. Qualified applicants who require reasonable accommodation during the application or selection process are encouraged to contact the District administrative office.

Central Lyon County Fire Protection District
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