

March 8, 2018

POSITION ANNOUNCEMENT

ACCOUNTANT POSITION FOR THE NEVADA STATE BOARD OF ORIENTAL MEDICINE

POSITION TITLE: Accountant for the Nevada State Board of Oriental Medicine.

BILLING RATE: Up to \$100 per hour.

POSITION STATUS: The Accountant shall serve at the discretion of the President of the Board and the Board.

POSITION DUTIES: The Accountant is expected to advise and represent the Nevada State Board of Oriental Medicine regarding:

- i. The preparation of annual financial statements for filing with Nevada's financial agencies;
- ii. The compliance with state and federal laws regarding financial filings; and
- iii. The other issues requested by the Board.

POSITION QUALIFICATIONS: An accountant who is licensed in the State of Nevada and understands the state and federal requirements as stated above in order to represent the Board.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The position may be expected to perform additional job-related duties and be required to have or develop additional specific job-related knowledge and skills.

Interested applicants should e-mail a resume and a fee proposal to omboardexecutivedirector@gmail.com or mail a resume and a fee proposal to Board of Oriental Medicine, 3191 E. Warm Springs Rd., Las Vegas, NV 89120 by 5/1/2018 at 5 p.m.