



P.O. Box 96027 • Las Vegas • NV • 89193-6027  
Telephone (702) 295-1600

**Accounts Payable/Payroll Specialist**

Closing date: August 20, 2012.

WSI-Nevada, security contractor to the Department of Energy (DOE) at the Nevada National Security Site, is currently accepting applications for **Accounts Payable/Payroll Specialist** for our North Las Vegas office. Qualified candidates will have a HS Diploma or GED, excellent data entry skills, basic computer knowledge, proficient in Excel, and two years of general accounting experience including payroll and accounts payable processing. Typing skills of 50 cwpm preferred. This position requires U.S. citizenship.

**Accounts Payable\Payroll Specialist** enters all Accounts Payable check requests, reviews and codes invoices for proper expense and approval, processes payment account information of all disbursements. Posts all A/P invoices and payments to the accounting system. Prints and distributes all A/P checks for signature ensuring proper documentation is maintained and paid invoices are authorized. Distributes all checks and remittance advises. Performs payroll processing to include distribution of time, data entry of time cards and voluntary employee deductions.

**Interested candidates must submit completed application by August 20, 2012.** Applications must be received by this date. Late applications will not be accepted.

**An application form can be downloaded from [www.wsinevada.com](http://www.wsinevada.com). Please print out the application, fill it out in your own handwriting and mail it back to the address below.**

Applications can be faxed prior to mailing to 702-295-2445 or scanned once completed and e-mailed to [wsinvresume@nv.doe.gov](mailto:wsinvresume@nv.doe.gov).

Mail to:  
WSI-Nevada  
Attention: Receptionist  
P.O. Box 96027  
Las Vegas, NV 89193

**AA/EEO/M/F/V/H**