Eureka County School District
Job Posting: Administrative Assistant
January 8, 2026

Location: Eureka, NV
Employment Type: Full-Time
Salary: $25.00 hourly
Department: Business and Finance
Positions Available: Two (2)
Closing Date: Open until filled

Eureka County School District is seeking two (2) detail-oriented, organized and reliable Administrative Assistants to provide essential support to our Business and Finance Department. These positions work closely with the Finance Officer and Personnel Officer to ensure timely and accurate financial operations that support district programs, staff and students.

How to Apply: Submit a complete application packet through one of the following methods:

Email: Scan all application materials to detchegaray@eureka.k12.nv.us.
Mail or In-Person: Eureka County School District
660 Matthew St, PO Box 249,
Eureka, NV 89316
For questions, contact Devanie Etchegaray, 775-237-5373

Complete application packet includes:
- Completed application with signed waivers
- Resume
- Cover letter
- Two current letters of reference

Examples of Duties:
Accounts Payable Support
- Process vendor invoices, purchase orders, and payment requests
- Review documentation for accuracy, coding, and approval compliance
- Maintain vendor files and assist with vendor communications
- Prepare check runs and electronic payments
- Support year-end closing procedures and audits
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Payroll Support
- Assist with collection and verification of timecards, timesheets, and payroll documents
- Enter payroll data accurately into the district payroll system
- Maintain confidential employee records
- Respond to employee questions regarding payroll timelines and general procedures
- Support payroll department with state and federal reporting tasks as needed

General Administrative Duties
- Provide clerical support including scanning, filing, and data entry
- Answer and route calls and emails professionally
- Prepare reports, spreadsheets and correspondence
- Assist with special projects
- Maintain strict confidentiality and follow district policies

Qualifications Required
- High school diploma or equivalent
- Strong attention to detail and organizational skills
- Ability to operate standard office equipment
- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Ability to handle sensitive information with discretion

Qualifications Preferred
- Two (2) years' experience in a school district or public-sector finance office
- Knowledge of accounts payable/payroll procedures
- Familiar with financial software such as Infinite Visions, or similar