

Deputy Chief Financial Officer

Position Details

Job Code: U7362

Reference Code: A022

Division: Business and Finance Unit

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 48 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible and accountable for planning, leading, managing, and supervising all Accounting, Budgeting, Grants Resource Management, Facilities and Bond Fund Financial Management, and School Strategic Budgets within the Clark County School District (CCSD). The person selected for this position will serve as a member of the Investment Committee, which establishes investment program goals and direction in accordance with the District's policies, regulations, procedures, and standards. This position is directly responsible to the Chief Financial Officer, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates the activities between the Accounting and Budget Departments as well as provide continuity with other CCSD divisions, schools, and outside agencies, as necessary.
2. Monitors special projects of CCSD, which require financial oversight.
3. Administers and coordinates the various phases of development of CCSD's budget along with corresponding preparation of the tentative, final, and amended final budgets sent to the Nevada Department of Education (NDE).

4. Administers and coordinates the technical activities for general ledger accounting, treasury, accounts payable, and payroll and benefits, for all funds of CCSD.
5. Monitors monthly income and expenditures in order to estimate the ending fund balance for general fund operations. Oversees the creation of monthly or quarterly financial statements for the various other funds of CCSD.
6. Oversees and coordinates various CCSD audits to include the annual financial audit, the single audit, related state and federal audits, and performance audits, as needed.
7. Oversees preparation of CCSD's Comprehensive Annual Budget Report (CABR) and the Comprehensive Annual Financial Report (CAFR) in accordance with standards to receive Governmental Finance Officers Association (GFOA) and Association of School Business Officials (ASBO) awards for budget presentation along with financial reporting. Provides for coordination between the two documents and ensure distribution of the reports to school and central administration, as well as state and governmental agencies, as required by Nevada Revised Statutes (NRS), and to financial institutions (such as Standard and Poor's and Moody's); responsible for assigning CCSD's credit rating.
8. Oversees the treasury management function to include banking and custodial agreements, debt service management, CCSD receivables, cash, and cash flow projections; participates on the CCSD's Investment Committee.
9. Oversees optimal management of CCSD's portfolio of approximately \$1 billion dollars, provide instructions, provides consultation of CCSD practices and policies, implements internal controls, and develops practices for improving the functions of the Treasury department. Ensures appropriate management of CCSD's policy regarding Investment Committee responsibilities and mandatory quarterly meetings are met.
10. Oversees school banking and respective fiscal-related school programs, such as rental of CCSD facilities.
11. Oversees and coordinates, between both the accounting and budget functions; all monthly, quarterly, and annual financial and fiscal reporting of revenue, expenditure data, and various fiscal and statistical schedules, including those reports required by NRS.
12. Ensures CCSD compliance with various federal, state, and local agencies, including the Internal Revenue Service (IRS); the U.S. Census Bureau; the NDE; the Nevada Legislative Counsel Bureau; and the Committee on Local Government Finance in the areas of benefits, taxes, arbitrage, tax shelters, etc.
13. Administers and coordinates the accumulation of fiscal data along with documentation for Nevada legislative sessions, negotiations, and fact-finding.

- Monitors the Nevada Electronic Legislative Information System (NELIS) for input of fiscal data and necessary comments.
14. Oversees the Enterprise Resource Planning (ERP) system as it effects the daily operations of the Accounting and Budget Departments.
 15. Provides progress information, prioritize objects, and recommend necessary action concerning assigned responsibilities to the CFO.
 16. Supervises and evaluates the performance of assigned staff.
 17. Develops CCSD's annual financial calendar. Ensures coordination of the calendar with the Human Resources Department (HRD) in order for collaboration within the school budget-tool process.
 18. Manages the Human Capital Management (HCM) school budget-tool development process, and timeline; along with collaboration between HRD, Assessment, Accountability, Research, and School Improvement (AARSI), Demographics, Technology and Information Systems Services (TISS), Career and Technical Education (CTE), Magnet, and Grants related to student projections as well as funding allocations.
 19. Manages the development of the strategic budget-tool process and ensures the school budget build is accurate.
 20. Manages and provides training along with support on utilizing the school budget tool at all CCSD levels.
 21. Collaborates with HRD and outside contractors to ensure PeopleSoft and the School Budget Tool interface properly.
 22. Manages the carryover (attrition) given to schools process.
 23. Manages the development of the bond fund schedule and amounts, the Preliminary Official Statement (POS) and Office Statement (OS) work, rating presentation for Standard and Poor's and Moody's, bond sale, and closing.
 24. Performs other duties related to the position, as assigned.
-

Position Expectations

None Specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business administration, accounting, finance, or a related field.

Licenses and Certifications

None Specified.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of progressively responsible experience in accounting and/or budgeting.

Preferred Qualifications

1. Master's in Business Administration (MBA), certified public accountant (CPA), or related degree.
2. Demonstrated ability as a supervisor or principal staff member with oversight of assigned departments or programs.
3. Demonstrated understanding and knowledge of accounting and budget procedures and ERP-related system procedures/requirements.
4. Successful experience in administering financial statements and budgets at the District-level.
5. Ability to work effectively in cooperation with CCSD staff and representatives of state, federal, local regulatory agencies, and community agencies.
6. Demonstrated understanding of the Nevada Administrative Code (NAC) and NRS.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 10/05/23
- Created: 11/25/08