



Director III, Accounting

Position Details

Job Code: U7102

Reference Code: A025

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for overseeing and supervising the Accounting department, including Accounts Payable, School Accounting, Accounting Systems, Cash Management/Treasury, and General Ledger. This position assist in setting accounting policies, overseeing the draft and release of accurate Clark County School District financial reports, maintaining proper communication with state, federal, and local government agencies, and overseeing the issuance of debt and reconciling principal and interest. This position is also responsible for working with and coordinating information from other accounting areas such as Food Service, Facilities, Federal Programs, Risk Management, and Vegas PBS. This position is directly responsible to the Deputy 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. Compile, prepare, and review all information, financial and otherwise, to be included in the District's Annual Comprehensive Financial Report (ACFR) and quarterly required state reports; ensure information meets the standards of the Governmental Accounting Standards Board (GASB), the Government Finance

- Officers Association (GFOA), and Nevada Revised Statute (NRS); prepare, review, and submit the Popular Annual Financial Report.
2. Oversee cash flows statements, write and establish new District processes to provide the state all mandated requirements; manage the District's portfolio; and compile, prepare, and review all information to ensure accuracy.
 3. Implement GASB Proposed Financial Reporting Model each fiscal school year; Review all information for appropriate and complete implementation of GASB, as appropriate. Provide input and guidance at public hearings, as required.
 4. Process financial reporting, compile, and audit information for accuracy; provide input for system updates and improvements to assist with the development of state required payroll reports and Internal Revenue Service (IRS) tax deposits and reporting and social security reporting.
 5. Supervise and advise the System Application and Products in Data Processing (SAP) coordinator to ensure all testing is completed in a timely fashion and all new reports are being developed for production; oversee new reports being developed, tested, reviewed, and analyzed; test and verify open book data visualization tool.
 6. Approve and review all revenue refunds for facility rentals.
 7. Implement NRS 388G reporting requirements; generate service level agreements (SLA's); create business processes to comply with new mandates; and report and record SLA's in the general ledger.
 8. Facilitate interim and year-end financial audits with independent auditors as required by NRS and other audits, as required. Serve as lead contact for audits to ensure conformity with the auditors.
 9. Review and implement accounting department policies and procedures in order to satisfy generally accepted accounting principles (GAAP), and local, state, and federal requirements.
 10. Set accounting procedures and review financial statements for the District's two (2) internal service fund financial statements, including budgeted information.
 11. Update, reconcile, and prepare schedule of indebtedness, including all bond issues, capital leases, and other debt for the state and our creditors.
 12. Review and issue quarterly districtwide financial information to the state and our creditors.
 13. Prepare schedules and update tables from official statements for District bond issues to satisfy Security and Exchange Commission (SEC) disclosure requirements.
 14. Compile financial data in support of negotiation and arbitration proceedings.
 15. Compile and prepare information for federal census reports.

16. Review regular tax deposits issued to the Social Security Administration (SSA) and submit year-end wages to SSA.
 17. Compile financial data in response to state, media, and Clark County School District Board of Trustees requests for information. Coordinate financial data analysis in support of District budget development activities.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor's degree with a major in accounting or a related field from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Governmental Finance Officers Association – Governmental Accounting Academy.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years successful experience with Financial statement preparation, supervisory experience, payroll tax and 1099 experience, and governmental accounting to include application of GASB.

Preferred Qualifications

None specified.

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: 05/02/22
- Created: 04/27/21