

Coordinator II, Facilities Bond Fund Financial Management (FBFFM) – Project Development and Facilities Service

Position Details

Job Code: U7401

Reference Code: A301

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to initiate, build, track, and account for capital and non-capital projects and/or to provide accounting assistance and support to the Facilities Service Unit (FSU), which is comprised of maintaining accounting ledgers, journals, and records, and preparing financial reports. This position is directly responsible to the Coordinator III and/or Coordinator IV, FBFFM, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Supervises accountant and assistant accountant positions.
2. Assists with developing project budgets for the capital improvement programs utilizing input from planning and construction management staff.

3. Assists with monitoring all capital project budgets to ensure compliance with the Clark County School District's Capital Program
 4. Analyze, recommends, and implements changes in financial operating systems and procedures.
 5. Assists with monitoring all capital funds for compliance with Clark County School District Board of Trustees established resolutions, Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), and District policy and regulation on all capital-funded activities.
 6. Responsible for the accounting processes of the FSU, which entails communication with the Unit's various departments.
 7. Supervises and reviews the coding of requisitions for account distribution according to fund, unit, program, function, object, and legality.
 8. Assists with the accounting of capital and non-capital projects.
 9. Reviews and approves purchase card transactions.
 10. Sets up and maintains journals, ledgers, and other records.
 11. Prepares journal vouchers and makes adjusting and closing entries.
 12. Prepares schedule of value breakout for journal voucher entries.
 13. Assists with month, quarter, and year-end closing processes.
 14. Establishes accounts receivable from various sources of information.
 15. Maintains accounting control records for receipts, disbursements, and balances.
 16. Prepares fiscal, statistical, and federal reports.
 17. Compiles, organizes, and maintains current cost accounting and statistical data.
 18. Assists with building, tracking, and accounting for capital and non-capital projects in the systems used by FBFFM.
 19. Prepares building value, building square footage, and land reconciliation reports.
 20. Reconciles general ledger with subsidiary ledgers.
 21. Assists supervisors and administrators in the interpretation of unit budget reports.
 22. Determines compliance with laws, regulations, and procedures.
 23. Reviews accounts payable and payroll records.
 24. Develops reporting on an ad hoc basis.
 25. Cross trains with Capital and site-funded projects.
 26. Performs other tasks related to the position, as assigned.
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Position Expectations

1. Knowledge of professional accounting procedures and practices.
2. Knowledge of governmental accounting.
3. Knowledge of laws relating to accounting.
4. Knowledge of microcomputers and associated programming.

5. Ability to communicate effectively.
 6. Ability to maintain confidentiality of information.
 7. Ability to think critically and develop solutions to gain efficiencies with existing processes.
 8. Ability to perform complex mathematical and statistical analyses.
 9. Ability to take independent action, when required.
 10. Ability to be accurate with details.
 11. Ability to plan and organize work.
 12. Ability to learn, develop, and apply procedures.
 13. Ability to work under pressure and meet deadlines.
 14. Ability to work well with other departments and government agencies.
 15. Ability to recognize and report hazards and apply safe work methods.
 16. Possess physical and mental stamina commensurate with the responsibilities of the position.
 17. Ability to learn various system software used throughout daily responsibilities.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting, finance, business management, urban planning administration, or a related field, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of two (2) years' experience with governmental accounting, financial accounting, and/or budgeting.

Preferred Qualifications

1. Demonstrated leadership with managing projects across multiple teams.
2. Demonstrated ability to develop and implement solutions.
3. Knowledge of computer accounting systems.

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: 04/03/23
- Created: 12/30/22