



Coordinator III, Treasury

Position Details

Job Code: U7402

Reference Code: A358

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct the cash management and investment functions of the Clark County School District in accordance with relevant statutes and accounting principles. This position is distinguished by the fiscal control of all revenues collected by the District and the investment of those funds. This position is responsible for ensuring that revenues are collected in accordance with all laws, policies, regulations, and procedures related thereto. This position is directly responsible to the Director III, Accounting, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Maintain an investment portfolio in accordance with Nevada Revised Statute (NRS) and District investment policy. Coordinate with District's Investment Consultant to maintain the investment portfolio, as needed.
2. Review cash balances in relation to anticipated expenditures and prepares schedule of investment alternatives. Provide anticipated revenue and expenditure information to the District's Investment Consultant for liquidity management of the investment portfolio, as needed.

3. Review and evaluate investment bids, and executes investment transactions, and/or review accounting transactions of investment activities.
 4. Supervise the function of revenue collection and the recording of related accounting transactions.
 5. Negotiate and recommend agreements on banking, depository, and investment arrangements on behalf of the District.
 6. Monitor banking, depository, and broker-dealer relationships.
 7. Monitor collateral custodial agreements, including valuation and adequacy of District collateral on bank deposits, certificates of deposit, repurchase agreements, and other investments, as appropriate.
 8. Develop, monitor, and maintain policy, procedures, regulations, and internal controls related to cash management and investment functions.
 9. Supervise a staff of administrative coordinator level accountant and support professional clerical employees engaged in the receiving depositing, reconciling, accounting, and investing of District funds.
 10. Supervise the activities related to debt payment and the reconciliation to paying agent records.
 11. Maintain arbitrage schedules for the District's multiple series bond issuances.
 12. Monitor state and federal legislative matters related to the cash management and investment functions.
 13. Arrange and conduct quarterly meetings with the District's Investment Committee.
 14. Prepare periodic investment reports for distribution to the Clark County School District Board of Trustees, the Superintendent of Schools, and the District's Investment Committee.
 15. Prepare portions of the District's Annual Comprehensive Financial Report (ACFR) relating to the cash management and investment functions in accordance with generally accepted accounting principles (GAAP).
 16. Maintains relationships with District's bond underwriter and legal counsel.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to communicate and negotiate effectively within the banking and securities industries.
2. Extensive knowledge of accounting system design.
3. Knowledge of governmental accounting and fiscal management functions and their interrelationships.
4. Ability to meet local, state, and federal reporting requirements and regulations.

5. Ability to manage revenue collections, debt service, investment, cash flow, or other complex fiscal tasks.
 6. Ability to research, analyze, and interpret comprehensive financial data and write concise, complete reports.
 7. Ability to troubleshoot complex problems and clarify or correct established procedures.
 8. Ability to supervise both administrative and support professionals.
 9. Ability to respond to management information and fiscal reporting needs.
 10. Ability to work with others across division and District lines.
 11. Ability to motivate and persuade key staff in other departments to adhere to established guidelines and principles.
 12. Ability to communicate clearly both orally and in writing.
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Position Requirements

Education and Training

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

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. Minimum of two (2) years of cash management experience or revenue accounting in a large organization.

Preferred Qualifications

Minimum of one (1) year of successful experience involving institutional fixed income investments.

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: 12/09/08