



Coordinator IV, Cash and Investment Manager

Position Details

Job Code: U7403

Reference Code: A358

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position directs the cash management and investment functions of the Clark County School District (CCSD) in accordance with relevant Nevada Revised Statutes (NRS) and accounting principles. Responsibilities include maintaining sufficient cash in the bank to meet CCSD's disbursements for the day, maintaining signature cards, ensuring arbitrage compliance with the Internal Revenue Service (IRS), and ensuring timely payments to outside entities. This position is distinguished by the fiscal control of all revenues collected by CCSD 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. The person in 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. Maintains an investment portfolio in accordance with NRS and the CCSD investment policy; coordinates with CCSD's Investment Consultant to maintain the investment portfolio and updates CCSD's investment policy, as needed.

2. Reviews cash balances in relation to anticipated expenditures and prepares schedule of investment alternatives; provides anticipated revenue and expenditure information to CCSD's Investment Consultant for liquidity management of the investment portfolio, as needed.
3. Reviews and evaluates investment bids, executes investment transactions, reviews accounting transactions of investment activities; allocates interest earned to the fund from which the principal was taken.
4. Provides prompt banking support to CCSD personnel by arranging with Bank of America to implement new projects, reports fraudulent activities, uploads positive pay files, voids checks, downloads check images, generates banking reports, updates signature cards, updates/modifies user access, and reports any other issues that arise.
5. Communicates with management, CCSD personnel, vendors, and outside agencies to exchange information, coordinates activities, and resolves issues or concerns.
6. Supervises and provides direction to a staff of administrative-level accountant(s) and support professional employees engaged in receiving, depositing, reconciling, accounting, and investing of CCSD funds.
7. Coordinates with external auditors by providing supporting documentation for wire payments, investments, journal entries, accounts receivable, and revenue funds.
8. Supervises the function of revenue collection and the recording of related accounting transactions.
9. Assists Budget administrators with forecast investment income and the change in fair market value.
10. Maintains CCSD's schedule for the universal service support program.
11. Maintains and coordinates payment to hospitals and facilities that provide treatment to CCSD students.
12. Initiates or approves electronic fund transfers to multiple agencies.
13. Oversees the Power Purchase Agreement, and manages revenues and disbursements related to power production.
14. Oversees the charter school funding process.
15. Oversees the out-of-state tuition billing process.
16. Negotiates and recommends agreements on banking, depository, and investment arrangements on behalf of CCSD.
17. Monitors banking, depository, and broker-dealer relationships.
18. Monitors collateral custodial agreements, including valuation and adequacy of CCSD collateral on bank deposits, certificates of deposit, repurchase agreements, and other investments, as appropriate.

19. Develops, monitors, and maintains policy, procedures, regulations, and internal controls related to cash management and investment functions.
 20. Supervises the activities related to debt payment and the reconciliation to paying agent records.
 21. Maintains arbitrage schedules for CCSD's multiple series bond issuances, ensures compliance in accordance with IRS code, prepares year-end reports, and oversees IRS arbitrage audits.
 22. Monitors state and federal legislative matters related to the cash management and investment functions.
 23. Prepares cash flow statements.
 24. Monitors, reviews, and analyzes the pupil-centered funding plan (PCFP) funds.
 25. Arranges and conducts quarterly meetings with CCSD's Investment Committee.
 26. Prepares periodic investment reports for distribution to the Clark County School District Board of Trustees, the Superintendent of Schools, and CCSD's Investment Committee.
 27. Prepares portions of CCSD's Annual Comprehensive Financial Report (ACFR) relating to the cash management and investment functions in accordance with generally accepted accounting principles (GAAP).
 28. Maintains relationships with CCSD's bond underwriter and legal counsel.
 29. Interprets, analyzes, and monitors the impact of new accounting standards, legislative bills, and tax policies.
 30. Provides support and backup in the absence of the administrative accountant(s), support professional employees, or Director of Accounting.
 31. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Extensive knowledge of accounting, banking, and investing functions.
2. Knowledge of the interrelationships between governmental accounting and fiscal management functions.
3. Knowledge of investing practices for public funds.
4. Knowledge of federal, state, and county tax revenue structures related to CCSD revenue.
5. Knowledge of the IRS code as it pertains to arbitrage and bonds.
6. Knowledge of Microsoft Excel; ability to create pivot tables, formulas, functions, Sumif, manage large data files, and create charts/graphs.
7. Knowledge of and ability to project cash flows.
8. Ability to communicate and negotiate effectively within the banking and securities industries.

9. Ability to understand the investing regulations per NRS and CCSD's investment program.
 10. Ability to meet local, state, and federal reporting requirements and regulations.
 11. Ability to manage revenue collections, debt service, investment, cash flow, or other complex fiscal tasks.
 12. Ability to research, analyze, and interpret comprehensive financial data and write concise, complete reports.
 13. Ability to troubleshoot complex problems and clarify or correct established procedures.
 14. Ability to supervise both administrative and support professionals.
 15. Ability to respond to management information and fiscal reporting needs.
 16. Ability to work with others across division and CCSD lines.
 17. Ability to motivate and persuade key staff in other departments to adhere to established guidelines and principles.
 18. Ability to communicate clearly both verbally and in writing.
-

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

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

Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated 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.
3. Successful performance in the position held at the time of application.

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, 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: 04/10/24
- Created: 12/09/08