

# Coordinator III – Senior Financial Analyst

## Position Details

Job Description: U7402

Reference Code: A360

Division/Unit: Business and Finance

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to develop annual operating budgets, prepare various financial/statistical reports for both management and regulatory agencies, and coordinate and oversee the processing of budget documents. The person selected for this position is directly responsible to the Director, Budget Department, Business and Finance Unit.

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## Essential Duties and Responsibilities

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

1. Develops annual operating budgets utilizing input from respective division heads, which includes review and analysis of departmental budgetary requests for accuracy, reasonableness, and adherence to budgetary policy.
2. Prepares budget documents, including all ancillary schedules, in compliance with regulatory guidelines and participates in the presentation of the budget to the Clark County School District Board of Trustees.
3. Creates and maintains budget coding for all respective units in accordance with the guidance found in the State of Nevada Department of Education (NDE):

Nevada Common Elements for Accounting and Reporting K-12 Education  
Finances and legislative mandates.

4. Monitors funds for compliance with Board-established resolutions.
  5. Interprets, analyzes, and monitors the impact of legislative issues including new Senate and Assembly bills.
  6. Develops revenue/expenditure projections, cost analyses, ratio/statistical analyses, market comparisons, and any other information as required by management or outside regulatory agencies.
  7. Advises management on effective use of resources and assumptions underlying budget forecasts and development.
  8. Makes recommendations regarding improvements/modifications in budgetary development, operations, and procedures to Clark County School District (CCSD) staff at all levels.
  9. Monitors departmental budgets to ensure that appropriation transfer activities are within state and CCSD budgetary and policy guidelines.
  10. Assists Business and Finance Unit administrators with the management and analysis of their respective budgets, which includes the preparation for and presentation of training seminars relative to budget issues.
  11. Assists in the development of strategies and preparation of the supporting documentation and statistical data to be used by CCSD management and consultants during legislative funding hearings and labor negotiations.
  12. Consults with and advises other departments, government agencies, and auditors regarding budget issues, as appropriate.
  13. Analyzes, recommends, and implements changes in financial operating systems and procedures.
  14. Attends regular Board meetings, Board subcommittee meetings, and CCSD and state conferences relative to financial and budgeting issues, as assigned.
  15. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Possess effective organizational skills.
2. Possess effective verbal and written communication skills.
3. Ability to prepare, review, and interpret financial information, including Nevada Revised Statutes (NRS) and State Senate and Assembly bills as they apply to budget and finance.
4. Ability to plan, coordinate, and organize information received from various divisions relative to budget development.
5. Ability to work under pressure and meet deadlines.

6. Ability to work independently.
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## Position Requirements

### Education and Training

An earned bachelor's degree from an accredited college or university in Business Administration with a major in Finance and/or Accounting 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. Ability to perform complex mathematical computations and statistical analysis utilizing financial software.
3. Ability to establish and maintain effective working relationships with state and CCSD officials, department heads, and associates.
4. Successful performance in the position held at the time of application.
5. Intermediate to advanced skills in *Microsoft Excel*.

### Preferred Qualifications

1. Knowledge of *Microsoft Access*.
2. Knowledge of *Systems, Applications, and Products in Data Processing (SAP)*.
3. Knowledge of *PeopleSoft Human Capital Management (HCM)*.

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

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### 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: 01/22/24
- Created: 11/24/08