



Coordinator IV, Senior Financial Analyst – Bond Administrator

Position Details

Job Code: U7403

Reference Code: A367

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 functions as the Senior Financial Analyst for Capital Projects funds, the Debt Service funds, and other funds, as assigned, and as the Bond Administrator responsible for the year-long bond cycle for the Clark County School District (CCSD). The person selected for this position is directly responsible to the Director of the Budget Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Prepares all necessary documentation for CCSD bond issuances and bond refinancing including the Preliminary Official Statement (POS).
2. Serves as the primary contact working with CCSD's outside financial advisor and bond counsel as well as with CCSD staff.
3. Prepares materials for the bond rating presentations given by the Chief Financial Officer (CFO) and financial advisors to the bond rating agencies.
4. Assists Facilities and Bond Fund Financial Management administrators in addressing and resolving issues and concerns.

5. Develops annual operating budgets for the Capital Projects funds, the Debt Service funds, and other funds as assigned, utilizing input from respective division heads; includes review and analysis of departmental budgetary requests, reasonableness, accuracy, and adherence to budgetary policy.
 6. Prepares budget documents, including State forms, and 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.
 7. Assists administrators with the management and analysis of their respective budgets, which includes the preparation for and presentation of training seminars relative to budget issues.
 8. Interprets, analyzes, and monitors the impact of legislative issues including new Senate and Assembly bills.
 9. Monitors departmental budgets to ensure that appropriation transfer activities are within state and CCSD budgetary and policy guidelines.
 10. Advises management on effective use of resources and assumptions underlying budget forecasts and development.
 11. Analyzes and makes recommendations regarding improvements/modifications in budgetary development, operations, and procedures to CCSD staff at all levels.
 12. 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 regulations and legislative mandates.
 13. Monitors funds for compliance with Board-established resolutions.
 14. Develops revenue/expenditure projections, cost analyses, ratio/statistical analyses, market comparisons, and any other information as required by management or outside regulatory agencies.
 15. Assists in the development of strategies and preparation of the supporting documentation and statistical data used by CCSD management and consultants during legislative funding hearings and labor negotiations.
 16. Consults with and advises other departments, government agencies, and auditors regarding budget issues, as appropriate; works with various CCSD divisions to address and resolve issues regarding CCSD policies and regulations.
 17. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of Government Accounting Standards Board (GASB) statements.

2. Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).
 3. Knowledge and understanding of CCSD policies, regulations, procedures, and standards.
 4. Knowledge and understanding of state educational financial requirements and legal implications.
 5. Ability to read and analyze complex legislative bills, laws, tax policies, Board policies, documents, and regulations.
 6. Ability to work effectively with personnel from outside government agencies, financial advisors, and legal counsel.
 7. Ability to communicate effectively both verbally and in writing.
 8. Ability to work cooperatively with other administrators, licensed personnel, and support professionals in schools, as well as in other departments in CCSD.
 9. Ability to multitask projects to meet deadlines.
 10. Ability to model financial analysis with spreadsheets.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Accounting, Business, and Public Administration, 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. Five (5) years' experience working in a municipal and/or a minimum of two (2) years of experience dealing with bond programs/issuance.
3. Successful performance in the position held at the time of application.

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, 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: 01/23/24
- Created: 12/17/08