

Coordinator IV, Accounting

Position Details

Job Code: U7403

Reference Code: A455

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 responsible assistant administrator of the Accounting Department including directly managing the general ledger and accounts payable sections and assisting treasury management. This position is further responsible for the Payroll and Employee Benefits Department in the absence of the Deputy Chief Financial Officer and the Payroll and Employee Benefits coordinator(s). The position is directly responsible to the Deputy Chief Financial Officer, Accounting Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Assist in the coordination of financial applications between the Budget, Information Systems, and Accounting Departments, including system enhancements and new programs or processes.
2. Plan, develop, and administer general ledger accounting and accounts payable. Direct the disbursement of funds in accordance with availability as well as applicable laws, rules, Clark County School District Board of Trustees' actions, accounting requirements, and the Clark County School District objectives.

3. Maintain accounting records in accordance with accounting guidelines such as the Financial Accounting Standards Board (FASB) and Governmental Accounting Standards Board (GASB) pronouncements.
4. Direct the preparation of the Comprehensive Annual Financial Report and the Basic Financial Statements to the standard required to obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program (COA). Direct the printing and distribution of the report to various agencies, such as Moody's, Standard and Poor's, and other financial institutions.
5. Direct the preparation of the State of Nevada Annual Report in compliance with the standards of Nevada Revised Statutes (NRS), and submittal to the Nevada Department of Education (NDE).
6. Direct activities related to NRS compliance including financial reports for the NDE, Nevada Department of Taxation, and the Legislative Counsel Bureau.
7. Assist in the process of bonded debt issuance for the District's building program including preparing reports and financial information for due diligence meetings with the financial advisor and bond counsel. Prepare journal vouchers for bond transactions including advance refunding.
8. Oversee and verify projections for District revenues, expenditures, and changes in ending fund balance for the general operating budget.
9. Provide financial information, as requested or needed, to the media, the public, other governmental agencies, and for collective bargaining agreements (CBA) with various groups representing the employees of the District.
10. Plan, develop, and administer general ledger accounting and budgeting functions for the District's internal service funds including preparation of monthly financial statements.
11. Assist in the coordination of various audits, including the District's annual financial audit, and state and federal audits.
12. Assist in the preparation and management of federal and state tax reports to maintain District compliance with various federal and state mandates including payroll tax filing, vehicle reporting, and Wage and Tax Statement (W-2) filing.
13. Oversee planning and supervision of programs related to the District's fixed asset inventory system including categorizing and inventorying assets, and calculating depreciation.
14. Oversee planning and supervision of programs related to the District's purchasing card system including administering payment, enforcing District regulations on purchases, and reconciliation with general ledger.

15. Oversee accounting of various school and department budgets including verification of proper account coding for expenditure accounts and preparation of journal vouchers to maintain and correct the general ledger.
 16. Maintain proper accounting and reconciliation's of cash, accounts payable, payroll expenses, and budgeted appropriations within the District's accounting system and the general ledger.
 17. Assist in the administration of treasury and cash management functions including bank reconciliations, debt service management, and cash flow projections.
 18. Prepare ad-hoc fiscal operation reports and statistics, as needed, by the Deputy Chief Financial Officer or the Business and Finance Unit.
 19. Supervision and evaluation of performance of assigned staff in the management of general ledger and accounts payable activities.
 20. Train staff members with available resources, including maintenance of a current technical reference library.
 21. Perform other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting or finance 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. Four (4) years of successful experience in an administrative or executive position with responsibility for accounting or other financial management.
3. Two (2) years supervisory experience related to the position.

Preferred Qualifications

1. A masters of business administration (MBA) degree and/or certified public accountant (CPA) certificate.
2. Knowledge of computer accounting systems.
3. Experience in treasury management.

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: 04/04/22
- Created: 12/12/08