

Coordinator IV, Facilities and Bond Fund Financial Management (FBFFM)

Position Details

Job Code: U7403

Reference Code: A458

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 administrator in the FBFFM department, overseeing capital projects accounting responsibilities for multiple funds and providing efficiency and effectiveness coordinating and managing the accounting functions for the Facilities Service Unit (FSU) of the Clark County School District. This position is responsible for the oversight of FBFFM accounting staff and reports to the Director II, FBFFM, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Oversees Construction Management and other FSU accounting functions, which includes purchase requisitions, shopping carts, work orders, school facility (SF) requisitions, non-purchase orders (PO) requests, POs and SF invoices, retainage, change orders, processing purchasing cards, journal entries, asset settlements, and month-, quarter-, and year-end closing process.
2. Initiates, builds, tracks, and accounts for capital and non-capital projects related to multiple funds.

3. Builds and loads projects in the project development, construction management, and financial systems.
4. Reviews and interprets design documents, schedule of values, contracts, and other building documents to accurately track assets and assign costs throughout the life of a project.
5. Performs and maintains ongoing review and processing of change orders, change in service requests, increase (decrease) encumbrances, and allowances throughout the life of a project.
6. Creates and prepares data from the financial system to update and maintain monthly progress and cash flow reports.
7. Works with contractors to process construction schedule of values, Construction Management-At-Risk (CMAR) amendments, and pay application submittals.
8. Oversees and prepares journal entries ensuring complete costs are reflected for each specific project.
9. Create and maintain vendor required information, licensing, and documentation within both finance and construction data systems.
10. Process and research cash receivables. Works with the Treasury department to deposit checks/wires to the appropriate funds, projects, and jobs.
11. Develops project budgets for the capital improvement programs utilizing input from planning and construction management staff, architects, engineers, and other consultants, which includes review and analysis of departmental budgetary requests for accuracy, reasonableness, and adherence to budgetary policy.
12. Monitors all capital project budgets to ensure compliance with the District's Capital Program.
13. Manages budget processes in e-Builder software including establishing, monitoring, and approving all items related to the construction projects.
14. Creates and maintains budget coding in capital funds in accordance with the State of Nevada Handbook II regulations and legislative mandates.
15. Monitors all capital funds for compliance with Clark County School District Board of Trustees established resolutions, Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), and District policy and regulation regarding all capital-funded activities.
16. Provides support to all District end-users.
17. Assists assigned internal audit staff and outside professional auditors with auditing activities.
18. Interacts with vendors regarding contracts, schedule of values, change orders, invoices, payments, schedules, etc.
19. Develops revenue/expenditure projections, cost analyses, ratio/statistical analyses, market comparisons, and any other information as required by management or outside regulatory agencies.
20. Prepares construction-in-progress schedules and building value reports in

- compliance with Governmental Accounting Standards Board (GASB) regulations.
21. Advises management on effective use of resources and assumptions underlying budget forecasts and development.
 22. Supervises and recommends to all levels of District staff improvements/modifications in budgetary development, operations, and procedures.
 23. Monitors capital project budgets to ensure that appropriation transfer activities are within state and District budgetary and policy guidelines.
 24. Assists construction managers, architect and engineering specialists, planning specialists, programming specialists, and FSU department heads with the management and analysis of their respective budgets, which includes the preparation for and presentation of training seminars relative to budget issues.
 25. Assists with the development of the District's annual Facility Master Plan to include budget approval and monitoring of the plan's progress as related to the District's capital-funded programs. Consults with and advises other departments, government agencies, and auditors.
 26. Analyzes, recommends, and implements changes in financial operating systems and procedures.
 27. Updates assets related to retirement, donation, sale, etc.
 28. Transfers assets between locations.
 29. Generates settlement rules.
 30. Settles assets under construction (AUC) so depreciation can be calculated.
 31. Prepares food service cost allocation.
 32. Provides financial-related information to media, public, and other local governmental agencies, as requested or needed. Compiles financial information for administrative use.
 33. Supervises, trains, and evaluates the performance of assigned staff.
 34. Develops staff to take on responsibilities performed by coordinators.
 35. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Generally Accepted Accounting Principles (GAAP), Internal Revenue Service (IRS) requirements, applicable NRS, and District policies, regulations, and procedures.
2. Demonstrates knowledge of governmental accounting, fund accounting, financial accounting, cost accounting, and fixed asset accounting principles as related to capital funds.
3. Knowledge of and proficient in the latest technology related to office products, methods, and equipment including computers.

4. Demonstrates knowledge of and ability to use e-Builder software for budget management of public works projects.
 5. Ability to perform complex mathematical computations and statistical analysis utilizing a microcomputer.
 6. Ability to research, plan, coordinate, analyze, and organize statistical data received from various departments, design professionals, asset management systems, and construction managers, relative to budget development of public works projects.
 7. Proficient organizational skills.
 8. Ability to establish and maintain effective working relationship with the state, District personnel, and other agencies.
 9. Ability to work independently, under pressure, maintain confidentiality of information, and meet deadlines.
 10. Ability to communicate effectively.
 11. Ability to perform complex computations and analyses.
 12. Ability to think critically and develop solutions to gain efficiencies with existing processes.
 13. Ability to track multiple projects from inception to completion, project management skills is critical.
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Position Requirements

Education and Training

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

Licenses and Certifications

None specified.

Experience

1. Satisfactory performance in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of two (2) years' experience with governmental accounting, financial accounting, and/or budgeting.

Preferred Qualifications

1. Knowledge of computer accounting systems.
2. Demonstrated leadership with managing projects across multiple teams.
3. Demonstrated ability to develop and implement solutions.

4. Knowledge of computer accounting systems.

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: 12/30/22
- Created: 12/30/22