

Coordinator II – Accounts Payable

Position Details

Job Code: U7401

Reference Code: A497

Division: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to oversee accounts payable staff and ensure the timely and accurate processing of the Clark County School District (CCSD)'s accounts payable tasks, including the payables for CCSD offices and schools, managing Federal W-9 Forms, processing travel and expense reimbursements, posting supplier invoices, check requests, and other approved bills. This position is directly responsible to the Coordinator IV, Accounts Payable Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Ensures the timely and accurate processing of payment obligations (purchase orders, travel reimbursements, stipends, out-of-district consultants, etc.) on all CCSD funds, and completes all approvals of payments above defined limits.
2. Creates procedure manuals, forms, and correspondence required for use by accounts payable staff.
3. Calculates the day-to-day performance of assigned staff using Key Performance Indicators (KPIs) and provides guidance accordingly.
4. Defines goals and communicates objectives, monitors team performance, and creates and oversees department workflow on a monthly basis.

5. Supervises, trains, and evaluates assigned staff.
 6. Researches, identifies, and calculates high-level statistical information for the accounts payable aging report and the Ariba on-boarding report to the Coordinator IV and Chief Financial Officer.
 7. Oversees the Federal W-9 and 1099 Internal Revenue Service (IRS) forms; verifies all information and ensures the timely entry of all forms with federal, state, and local governmental entities.
 8. Monitors accounts payable reports to proactively identify and correct potential payment issues.
 9. Facilitates year-end closing procedures and coordinates closing activities with impacted CCSD departments.
 10. Trains CCSD personnel to understand reports in the System Applications and Product in Data Processing (SAP) system and accounts payable procedures and policies.
 11. Ensures compliance with all policies and internal controls as they relate to the Accounts Payable Department.
 12. Performs other tasks related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD policies and regulations related to accounts payable best practices and program management.
 2. Knowledge of personnel practices, procedures, and techniques.
 3. Knowledge of SAP accounting and financial modules.
 4. Knowledge to supervise, train, and evaluate assigned staff.
 5. Knowledge related to IRS 1099 filings.
 6. Knowledge of Federal W-9 processes and forms.
 7. Knowledge of financial reporting requirements.
 8. Knowledge of KPIs in relation to staff performance.
 9. Ability to work cooperatively with CCSD staff, vendors, and the public.
 10. Ability to concentrate on detailed information and maintain accuracy of details while keeping total perspective in focus.
 11. Ability to research and analyze statistical data.
 12. Ability to communicate effectively both verbally and in writing.
 13. Ability to meet predetermined deadlines.
 14. Ability to keep information confidential and maintain an ethical attitude.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Accounting, Finance, 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. One (1) year of professional accounts payable and/or accounting experience.
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

- Created: 05/22/24