

# Coordinator II, Grants Fiscal Services

## Position Details

Job Code: U7401

Reference Code: A511

Division/Unit: Business and Finance

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide management support to financial programs by assisting in the supervision of the accounts in federal grant funding projects for the Clark County School District. This position is directly responsible to the Director II, Grants Fiscal Services, 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. Prepares and evaluates reports, schedules, and statistical data from System Application and Products in Data Processing (SAP) and Crystal reports as a planning and project management tool.
2. Supervises and coordinates activities to process payments of grants from the appropriate federal and state agencies to fund the grant spending.
3. Maintains accounting records for all grants, including expenditures, draws, cash balances, reconciliations, compliance reports, monthly reporting deadlines on a consolidated spreadsheet.

4. Posts and corrects journal entries, produces financial accounting reports, and maintains and updates cash balances.
  5. Reviews, approves, and evaluates work to ensure quality and timeliness and adherence to policies and procedures.
  6. Coordinates activities with internal and external auditors and prepares financial information for annual reports and regulatory disclosures.
  7. Ensures that systems and procedures comply with policies, acceptable accounting practices, and applicable regulations and laws.
  8. Reviews and supervises changes to accounting and related systems when recommendations extend beyond accounting systems to the solution of technical and managerial problems.
  9. Advises administration on financial issues related to assigned programs.
  10. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of generally accepted accounting principles (GAAP) and practices, standard budgeting and record keeping, and principles of public financial reporting.
  2. Knowledge of computers, software applications, spreadsheet programming.
  3. Knowledge of laws related to Internal Revenue Service (IRS) filings, Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB).
  4. Knowledge of the SAP Grants Management System to evaluate and test system upgrades.
  5. Ability to perform complex mathematical computations and statistical analyses.
  6. Understanding of the Office of Management and Budget (OMB) and federal registers.
  7. Ability to manage special projects/assignments, which require extensive broad accounting experience.
  8. Ability to present financial statements and related disclosures in accordance with GAAP.
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# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university in accounting, business administration, 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 a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of four (4) years' experience as an accountant.

## Preferred Qualifications

1. SAP grants management experience.
2. Crystal report development experience.

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

## AA/EOE Statement

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: 04/03/23
- Created: 11/12/08