

Coordinator I – Accounting, Treasury

Position Details

Job Code: U7400

Reference Code: A517

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 38 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide assistance and support with the management of the Clark County School District's investment portfolio, cash receipts, revenues, and accounts receivables functions. This position is directly responsible to the Coordinator, Cash and Investment Manager, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Records previous business day's cash activity.
2. Updates and maintains daily cash flow worksheet for investing.
3. Prepares daily wire transfer forms for investment activity.
4. Prepares daily trade sheet for investment committee signatures.
5. Prepares trade tickets for investment purchases, sells, or calls.
6. Purchases and/or sells money market funds to cover disbursements.
7. Updates Governmental Accounting Standards Board (GASB) 31 worksheet for general investment portfolio.
8. Updates cash flow worksheet weekly for accounts payable warrants.

9. Updates cash flow worksheet for monthly payroll warrants.
 10. Prepares monthly investment activity journal vouchers.
 11. Updates investment statistic worksheet.
 12. Prepares revenue recap worksheets for county revenues.
 13. Provides revenue coding's for junior accountant, as needed.
 14. Prepares interest allocation worksheet.
 15. 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 Nevada Revised Statutes (NRS), and District policies and procedures.
 2. Ability to communicate effectively.
 3. Ability to maintain confidentiality of information and to meet deadlines.
 4. Ability to perform complex computations and analyses.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting, finance, or 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 five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of one (1) year general accounting experience.

Preferred Qualifications

Minimum of two (2) years cash and investment experience.

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: 03/31/23
- Created: 12/17/08