

# Coordinator I – Accounting

## Position Details

Job Code: U7400

Reference Code: A518

Division/Unit: Business and Finance

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to prepare and review the Annual Comprehensive Financial Report, act as a liaison between auditors, and coordinate Annual Comprehensive Financial Report audits. The position will also coordinate the reconciliation of the general ledger and the budget with the Budget Department, coordinate and manage accounting functions of the Clark County School District (CCSD), and supervise activities of assigned staff. This position is directly responsible to the Coordinator III, Accounting Department, 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. Analyzes general ledger records of CCSD, initiates appropriate adjustments, and ensures the timely reconciliation of receipts and disbursements with CCSD bank accounts.
2. Monitors, reviews, and analyzes funds.
3. Prepares, reviews, and analyzes annual financial statements.
4. Reviews and approves monthly postings and journal entries.
5. Prepares year-end schedules.
6. Prepares payroll.

7. Compiles financial information for administrative use.
  8. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of Generally Accepted Accounting Principles (GAAP) practices and procedures; Governmental Accounting Standards Board (GASB); and Financial Accounting Standards Board (FASB).
  2. Knowledge of general accounting, budget, and business functions of schools.
  3. Knowledge of CCSD policies and procedures.
  4. Knowledge of state standards and requirements.
  5. Knowledge of budget preparation.
  6. Knowledge of office applications.
  7. Knowledge of financial and budget analysis techniques.
  8. Knowledge of fixed assets and credit card procedures.
  9. Knowledge of accounts payable processes and policies.
  10. Knowledge of school banking processes and procedures.
  11. Ability to prepare comprehensive notes/financial and statistical reports.
  12. Ability to research and analyze statistical data.
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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 five (5) years of successful supervisory experience related to the administrative position.
2. One (1) year experience in governmental accounting and/or financial accounting.
3. Successful performance in job position held at the time of application.

### **Preferred Qualifications**

Certified public accountant (CPA) or Masters of Business Administration (MBA).

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

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### **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**

- Revised: 02/02/24
- Created: 12/18/08