

Coordinator IV – Business Analyst

Position Details

Job Code: U7403

Reference Code: A536

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 performs multi-year financial forecasting and complex budgeting functions for use by upper management to drive performance and make informed decisions. This position will conduct complicated financial, statistical, and analytical studies to recommend business process solutions that enable the Clark County School District (CCSD) to achieve its goals. This position is directly responsible to the Director III, Budget Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Creates ad hoc business process analysis and financial analysis reports for the Chief Financial Officer, Deputy Chief Financial Officer, and Budget Director.
2. Works as a liaison among stakeholders to elicit, analyze, communicate, and validate requirements for changes to business processes, policies, and information systems.
3. Analyzes variances between approved budgets and final review and expenditures to ensure budgetary goals are met and why.
4. Assists with the development of empowering site-based decision-making and seeks to ensure maximization of site-level purchasing power.

5. Identifies improvements and efficiencies, and suggests changes to ensure CCSD can better achieve its goals as well as funding scenarios.
 6. Assists with cost-out bill draft requests (BDR) from the state legislature (Fiscal Notes) and determines the fiscal impact of various legislative proposals as well as other requests from local and state agencies.
 7. Helps prepare revenue and expenditure projections and estimates ending fund balances.
 8. Assists in the annual review of all budget requests.
 9. Attends regular Clark County School District Board of Trustees meetings, subcommittee meetings, and CCSD and state conferences relative to financial and budgetary issues, as required.
 10. Develops and reviews technical phases of CCSD's budget.
 11. Prepares revenue and expenditure projections, salary projections, and estimates ending fund balance.
 12. Provides support and backup in the absence of the Budget Director.
 13. Develops monthly, annual, and biennial revenue and expenditure data.
 14. Conducts in-service sessions for interpreting and developing budget reports.
 15. Assists in the coordination of financial applications between the Accounting, Payroll, Central Information Systems, and Budget departments, including system enhancements and new programs or processes.
 16. Acts as the liaison to outside consultants for software enhancements.
 17. Provides budgetary information and reporting, as requested or needed, to the media, the public, and other governmental agencies.
 18. Maintains CCSD's web based Open Book financials.
 19. Provides excellent customer service in support of students, schools, administrative departments, and external customers.
 20. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of advanced spreadsheets and databases; knowledge of Microsoft Excel and Google Sheets; knowledge and ability to create pivot tables, "If" statements, use "vlookup" functions, parse text data, and create graphs.
2. Knowledge of and ability to download raw data from major financial systems such as Systems Application and Products (SAP), PeopleSoft Human Capital Management (HCM), etc.
3. Knowledge of and ability to query and extract data from various databases (Microsoft Power Query, Structured Query Language (SQL), Crystal Reports, etc.) into Excel.

4. Knowledge of and ability to create graphs using Microsoft PowerPoint.
 5. Knowledge of and ability to use Gmail, Google Sheets, Google Docs, and Google Drive.
 6. High knowledge level of the budgeting process.
 7. Knowledge of Generally Accepted Accounting Principles (GAAP).
 8. Basic knowledge of Governmental Accounting Standards Board (GASB) pronouncements.
 9. Knowledge of and ability to research, read, and comprehend Nevada Revised Statute (NRS), Nevada Administrative Codes (NAC), and Governance Policies of the Clark County School District Board of School Trustees.
 10. Knowledge of state and county tax revenue structures related to CCSD revenue.
 11. Knowledge of State Legislative process and impacts on CCSD.
 12. Ability to manage, design, and implement changes to complex financial system applications, including SAP in Data Processing.
 13. Ability to coordinate with other departments and outside consultants for software system changes.
 14. Ability to read and analyze complex legislative bills, documents, tax policies, and regulations.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Business Administration with a major in Finance and/or Accounting; 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. Three (3) years of work experience in a financial analysis or accounting department.
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

- Revised: 09/05/24
- Created: 12/05/18