

Coordinator I – Budget

Position Details

Job Code: U7400

Reference Code: A548

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 develop and maintain districtwide budgetary and financial data. This position is directly responsible to the Director, 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. Assists in developing the tentative, final, and amended final budget.
 2. Assists in the preparation of the annual budget and statistical report by completing assigned sections requiring financial data and narrative updates.
 3. Assists the Director with other projects and tasks, as assigned.
 4. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of governmental fund accounting, general concepts of budget forecasting, Generally Accepted Accounting Principles (GAAP), financial statistical analysis, principles and practices of financial administration, and budget management at all levels of government.

2. Knowledge of the Nevada Revised Statutes (NRS) relating to local government and school districts.
 3. Knowledge of spreadsheet software.
 4. Ability to maintain confidentiality of information.
 5. Ability to communicate with clarity and effectiveness.
 6. Ability to meet deadlines.
 7. Ability to maintain records.
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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. A minimum of four (4) years of financial management analysis and/or accounting experience.

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, 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: 12/18/08