

Coordinator III – General Ledger

Position Details

Job Code: U7402

Reference Code: A748

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator in the General Ledger, Accounting Department, to provide efficiency and effectiveness, coordinates, and manages accounting functions of the Clark County School District (CCSD). The position prepares and reviews the Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report, acts as liaison between external auditors, and coordinates ACFR audits. The position also manages general ledger reporting for payroll, coordinates the reconciliation of the general ledger and the budget with the Budget Department, coordinates and manages all CCSD accounting functions, and supports all funds for financial reporting of the District. This position is directly responsible to the Coordinator IV, Accounting 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 and posts journal entries and prepares tax reports; reviews applicable accounting reports to ensure accuracy.
2. Collects, reviews, and analyzes data to prepare various reports required by Nevada Revised Statute (NRS) and other supporting documentation for public information requests.

3. Analyzes general ledger records of the CCSD, initiates appropriate adjustments, and ensures the timely reconciliation of receipts and disbursements with CCSD bank accounts.
4. Monitors, reviews, and analyzes funds.
5. Provides support (service requests, incidents, problems, and change management, etc.) to all CCSD end-users.
6. Approves and monitors accounting practices and procedures in accordance with generally accepted accounting principles (GAAP) and federal regulations to ensure consistency and accuracy of data.
7. Confers with federal, state, and local governmental entities (Internal Revenue Service (IRS), Bureau of Labor Statistics (BLS), Nevada State Board of Education (NDOE), Nevada Department of Taxation, Clark County, etc.) to intercede and resolve related financial issues.
8. Maintains the chart of accounts including additions, deletions, and revisions.
9. Serves as finance lead for CCSD projects related to financial software testing, implementation, and utilization.
10. Coordinates, implements, and prioritizes financial data requests and reporting requirements using current technology.
11. Creates procedures manuals and forms required to guide activities of Accounting Department staff.
12. Supervises, trains, and evaluates assigned staff.
13. Approves payroll and related IRS tax deposits.
14. Provides financial related information to the media, public, and other local governmental agencies, as requested or needed; compiles financial information for administrative use.
15. Reviews and interprets Governmental Accounting Standards Board (GASB) and CCSD, state, and federal regulations, policies, and procedures; makes recommendations to CCSD administrators and staff regarding the application and impact of new compliance standards.
16. Reviews and analyzes present and past operations, cost trends, estimated and realized revenues, and obligations incurred to project future revenues and expenses.
17. Implements and creates Human Capital Management (HCM) financial reporting requirements.
18. Develops and monitors NRS 388G reporting requirements.
19. Reviews and approves monthly postings and journal entries.
20. Ensures compliance with all policies and internal controls as they relate to the Accounting department and public financial reporting.
21. Assists to further develop CCSD's In\$ite allocations and state reporting process.

22. Prepares, reviews, and analyzes annual financial statements.
 23. Prepares and reviews the ACFR and Popular Annual Financial Report.
 24. Facilitates year-end closing procedures and coordinates closing activities with all departments.
 25. Coordinates ACFR audit between CCSD and external auditors.
 26. Facilitates the development and coordination of inter-departmental systems activities, which affect accounting reports, policies, procedures, and compliance.
 27. Analyzes general ledger records of CCSD, initiates appropriate adjustments, and ensures the timely reconciliation of CCSD receipts and disbursements with CCSD bank accounts (high volume payroll; accounts payable; wire, investment, and bond transactions).
 28. Coordinates the reconciliation of the general ledger and the budget with the Budget Department.
 29. Establishes, modifies documents, and coordinates implementation and maintenance of internal accounting controls.
 30. Maintains the chart of accounts including additions, deletions, and revisions.
 31. Develops manual and computer-based spreadsheets and databases for records and reports.
 32. Ensures the timely processing of contract and payment obligations on all CCSD funds.
 33. Interacts with auditors and other agencies to maintain required compliance with federal grant regulations and policies.
 34. Compiles and prepares job cost projections and variance analyses.
 35. Cross-trains with other senior accountant positions and trains other CCSD personnel.
 36. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Knowledge of Excel, PowerPoint, Word, System Applications and Product in Data Processing (SAP), and Gmail.
2. Knowledge of generally accepted accounting principles and practices; public financial reporting; and standard budgeting procedures and policies.
3. Knowledge of Nevada Administrative Code (NAC), NRS, CCSD policies and regulations, GASB, FASB, GAAP, Government Finance Officers Association (GFOA), and Association of School Business Officials International (ASBO).
4. Knowledge of SAP fixed asset and financial modules.
5. Knowledge of personal computers, software applications, and electronic spreadsheet programming.

6. Knowledge of laws related to IRS filings.
 7. Ability to create and maintain reports from data files.
 8. Ability to work independently, exercising judgment, and to maintain confidentiality of information.
 9. Ability to communicate effectively both verbally and in writing.
 10. Ability to develop and apply work procedures.
 11. Ability to plan and organize work and to resolve issues.
 12. Ability to monitor trends and make appropriate adjustments to CCSD's purchasing card program and practices.
 13. Ability to use previous work experience with the application of professional concepts and methodologies to plan and carry out assignments and resolve most conflicts that arise.
 14. Ability to concentrate on accuracy of details while keeping total perspective in focus.
 15. Ability to perform complex mathematical computations and statistical analyses.
 16. Ability to meet predetermined deadlines.
 17. Ability to work cooperatively with employees, other agencies, and the public.
-

Position Requirements

Education and Training

An earned bachelor's degree in accounting, business administration, or finance (must include a minimum of fifteen (15) credit hours of accounting) from an accredited college or university 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 have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years of professional experience as an accountant.

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: 01/09/24
- Created: 02/24/17