

Coordinator I – Athletics Accounting

Position Details

Job Code: U7400

Reference Code: A035

Division/Unit: Curriculum and Instruction

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide support to schools, athletic directors, and to the Athletics and Activities Department in establishing and maintaining accounting ledgers, journals, records, and in preparing financial statements and reports. This position coordinates the collection and reporting of athletic event revenues and ensures compliance with applicable laws, policies, and regulations. This position is directly responsible to the Director, Student Athletics and Activities, Curriculum and Instruction Division (CID), Academic Unit.

Essential Duties and Responsibilities

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

1. Establishes and maintains journals, ledgers, and other financial records.
2. Develops, reviews, and maintains banking policies and procedures for athletic events.
3. Prepares journal vouchers and makes adjusting and closing entries.
4. Establishes accounts receivable from various sources of information.
5. Maintains accounting control records for receipts, disbursements, and balances.

6. Supervises and reviews the coding of requisitions for account distribution according to fund, unit, program, function, object, and legality.
 7. Prepares fiscal, statistical, and federal reports.
 8. Compiles, organizes, and maintains current cost accounting and statistical data.
 9. Oversees the collection of athletic event revenue and payment of transportation, security, and officials.
 10. Monitors and tracks shopping carts and requisitions to ensure accurate and timely operations.
 11. Prepares end of season compilation reports for the cost of officials, transportation, security, post-season travel, and gate receipts.
 12. Reconciles the general ledger with subsidiary ledgers.
 13. Assists supervisors and administrators with interpretation of unit budget reports.
 14. Assist the Clark County School District Athletic and Activities Department and school personnel with budget questions and researches and resolves discrepancies.
 15. Ensures compliance with laws, regulations, and procedures.
 16. Reviews accounts payable and payroll records.
 17. Performs other tasks related to the position, as assigned.
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Position Expectations

1. Ability to perform complex mathematical and statistical analyses.
 2. Ability to take independent action, when required.
 3. Ability to be very accurate with details.
 4. Ability to plan and organize work.
 5. Ability to learn, develop, and apply procedures.
 6. Ability to work under pressure and meet deadlines.
 7. Ability to work well with other departments and government agencies.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business administration, finance, accounting, 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 experience related to the administrative position.
2. Minimum of three (3) years' experience in a governmental or financial accounting/budgeting environment.
3. Experience in grant management.

Preferred Qualifications

1. Knowledge of governmental and District accounting and budgeting regulations, practices, and procedures.
2. Extensive knowledge of the Systems, Application, and Products in Data Processing (SAP) Enterprise Resources Planning (ERP) System.
3. Knowledge of laws relating to accounting.

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: 02/05/18