

Coordinator II, Accounting-Food Service Department

Position Details

Job Code: U7401

Reference Code: A725

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate and manage accounting functions for the Food Service Department of the Clark County School District. This position is directly responsible to the Director IV, Food Service Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Oversees the National School Lunch Program (NSLP): Free and Reduced Lunch (FRL) Program.
2. Implements and monitors accounting practices and procedures in accordance with generally accepted accounting principles and federal regulations to ensure consistency and accuracy of data.
3. Advises administration on financial issues, such as effective use of resources and assumptions underlying budget forecasts.
4. Reviews and interpret Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) bulletins; District, state, and

- federal regulations, policies, and procedures; makes recommendations to District administrators and staff regarding the application and impact of new compliance standards.
5. Reviews and analyzes present and past operations, cost trends, estimated and realized revenues, and obligations incurred to project future revenues and expenses.
 6. Prepares and reviews the Annual Comprehensive Financial Report (ACFR); acts as liaison with external auditors and coordinate annual audit of CAFR and internal controls. Anticipates and responds to the resulting audit requests.
 7. Confers with federal, state, and local governmental entities (i.e., Internal Revenue Service (IRS), Bureau of Labor Statistics, State Board of Education, Department of Taxation, Clark County) to intercede and resolve related financial issues.
 8. Facilitates the development and coordination of inter-departmental systems activities which affect accounting reports, policies, procedures, and compliance.
 9. Analyzes general ledger records of the District, initiate appropriate adjustments, and ensures the timely reconciliation of District receipts and disbursements with the District bank accounts (i.e., high volume payroll; accounts payable; wire, investment, and bond transactions).
 10. Facilitates year-end closing procedures and coordinate closing activities with all departments.
 11. Coordinates the reconciliation of the general ledger and the budget with the Budget Department.
 12. Establishes, modifies documents, and coordinates implementation and maintenance of internal accounting controls.
 13. Maintains the chart of accounts including additions, deletions, and revisions.
 14. Develops manual and computer-based spreadsheets and databases for records and reports.
 15. Reviews, analyzes, and approves monthly postings, journal entries, and reasonableness and accuracy of account balances.
 16. Ensures the timely processing of contract and payment obligations on all District funds.
 17. Forecasts cash flow for investment purposes; recommends investment strategies to maximize return; compiles financial information for administrative use.
 18. Interacts with auditors and other agencies to maintain required compliance with federal grant regulations and policies.
 19. Coordinates user access to financial systems with Central Information Business and Finance Services Department to ensure maximum system security.
 20. Compiles and prepares job cost projections and variance analyses.

21. Executes District purchasing card system.
 22. Supervises, trains, and evaluates assigned staff.
 23. Creates procedures manuals and forms required to guide activities of Accounting Department staff, as appropriate.
 24. Cross-trains with other senior accountant positions and trains other District personnel, as appropriate.
 25. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of management principles; generally accepted accounting principles (GAAP); standard budgeting and record keeping systems; principles of public financial reporting; and applicable laws and codes.
 2. Knowledge of computer programming logic and file structure.
 3. Knowledge of personal computers, software applications, and electronic spreadsheet programming.
 4. Knowledge of laws related to Internal Revenue filings.
 5. Knowledge of GASB, FASB, and Accounting Research Bulletins (ARB).
 6. 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.
 7. Ability to concentrate on accuracy of details while keeping total perspective in focus.
 8. Ability to write and speak with clarity and effectiveness.
 9. Ability to maintain confidentiality of information.
 10. Ability to perform complex mathematical computations and statistical analyses.
 11. Ability to plan and organize work.
 12. Ability to develop and apply work procedures.
 13. Ability to meet predetermined deadlines.
 14. Ability to work cooperatively with employees, other agencies, and the public.
 15. Ability to recognize and report hazards and apply safe work methods.
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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. Four (4) years of professional experience as an accountant.

Preferred Qualifications

1. Certified Public Accountant (CPA) license or Certified Managerial Accountant (CMA) license.
2. Supervisory experience.
3. Governmental accounting experience.

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: 04/03/23
- Created: 04/13/09