

Accountant

Position Details

Class Code: 2040

Job Family: Business and Finance

Classification: Support Professional

Terms of Employment: Pay Grade 56 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, sets up and maintains accounting ledgers, journals, and records, and prepares financial statements and reports.

Essential Duties and Responsibilities

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

1. Sets up and maintains journals, ledgers, and other records.
 2. Prepares journal vouchers and makes adjusting and closing entries.
 3. Establishes accounts receivable from various sources of information.
 4. Maintains accounting control records for receipts, disbursements, and balances.
 5. Supervises and reviews the coding of requisitions for account distribution according to fund, unit, program, function, object, and legality.
 6. Prepares fiscal, statistical, and federal reports.
 7. Compiles, organizes, and maintains current cost accounting and statistical data.
 8. Reconciles general ledger with subsidiary ledgers.
 9. Assists supervisors and administrators in interpretation of unit budget reports.
 10. Determines compliance with laws, regulations, and procedures.
 11. Reviews account payable and payroll records.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves professional and technical accounting duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of professional accounting procedures and practices.
 2. Knowledge of governmental accounting.
 3. Knowledge of laws relating to accounting.
 4. Knowledge of microcomputers and associated programming.
 5. Ability to perform complex mathematical and statistical analyses.
 6. Ability to take independent action when required.
 7. Ability to be very accurate with details.
 8. Ability to plan and organize work.
 9. Ability to learn, develop, and apply procedures.
 10. Ability to work under pressure and meet deadlines.
 11. Ability to work well with other departments and government agencies.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. A minimum of nine (9) semester credit hours in accounting, and six (6) years professional accounting experience; or,
Associate's degree from an accredited college or university in accounting, finance, business administration/management (minimum of nine (9) semester credit hours in accounting), and three (3) years professional accounting experience; or,
Bachelor's degree from an accredited college or university in accounting, and one (1) year professional accounting experience; or,

Bachelor's degree from an accredited college or university (minimum of nine (9) semester credit hours in accounting), and two (2) year professional accounting experience.

Licenses and Certifications

None Specified.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District business offices (i.e., Business and Finance Unit, Food Service Department, Vegas PBS, Grants/Fiscal Accountability Department, etc.).

Work Environment

Strength

Sedentary/Light - Exert force to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near and far acuity; occasional far acuity, and color vision. Vision to read printed and online materials, video display terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 07/15/21
- Created: 05/01/88