

Assistant Accountant

Position Details

Class Code: 2050

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, performs activities to organize, prepare, and maintain accounting systems.

Essential Duties and Responsibilities

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

1. Performs financial duties such as posting, verifying, checking, and calculating data.
2. Prepares disbursement vouchers and documents for payment of legal claims.
3. Audits or reviews invoices, requisitions, purchase orders, bank deposit slips, or contracts.
4. Contacts and communicates with appropriate Clark County School District personnel and outside agencies to correct discrepancies.
5. Prepares accounting statements and reports.
6. Assists in classifying revenue and/or expenditures for accounts.
7. Assists in verifying and auditing payrolls and maintaining payroll journals, subsidiary ledgers, records, and files.
8. Prepares and maintains computer database for accounting record keeping purposes.
9. Verifies computer printouts reflecting status of accounts; initiates corrective action.

10. Prepares and mails bills and statements and prepares lists of outstanding payable accounts.
 11. May review trial balances in various accounting units.
 12. Plans, organizes, and sets priorities on tasks and works independently with minimal supervision.
 13. Assists with the maintenance of accounting systems to meet District management requirements.
 14. Suggests methods to improve workflow in accounting systems.
 15. Performs source document validation to ensure accuracy and completeness.
 16. Travels to schools/site locations to conduct in-service training on accounting systems.
 17. Assists with the preparation of journal entries and supporting data.
 18. Interprets, explains, and applies written and verbal instructions, procedures, and regulations; trains District staff in the use of accounting systems.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves document control tasks required to prepare and maintain financial, statistical, and accounting systems.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations in relation to division/department/unit operations.
2. Knowledge of business machines, office equipment, and record keeping/accounting.
3. Ability to use a calculator and 10-key proficient.
4. Ability to create accounting reports, correspondence, and procedures.
5. Ability to perform research, mathematical computations, and statistical analyses.
6. Ability to conduct in-service training.
7. Ability to promote public relations and deal tactfully and diplomatically with people.
8. Ability to meet short deadlines and shift suddenly to new tasks when priorities change.
9. Ability to keep information confidential and maintain an ethical attitude.

10. Ability to proofread documents for content and accuracy.
 11. Ability to concentrate and maintain accuracy of detailed information.
 12. Ability to determine procedures for handling unique problems.
 13. Ability to work flexible work hours and shifts.
 14. Ability to exercise judgment as to when to act independently and when to refer situations to supervisor.
 15. Ability to work cooperatively with District staff, vendors, and the public.
 16. Ability to recognize hazards and apply safe work methods.
 17. 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 Education Development (GED), foreign equivalency, etc.).
2. Three (3) years' of accounting experience; or, Associate's degree from an accredited college or university, in accounting, finance, business administration, business management or a related field, and one (1) year of accounting experience.

Licenses and Certifications

A valid driver's license or state-issued identification card.

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. Copy of a valid driver's license or state-issued identification card.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District business offices - schools and other District facilities.

Work Environment

Strength

Sedentary/light - exert force to 25 lbs., occasionally.

Physical Demand

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

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate 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

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: 06/09/23
- Created: 01/08/91