

# Budget Assistant

## Position Details

Class Code: 4100

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, reviews, counsels, trains, and directs division/departmental budget submissions using established procedures; makes recommendations for the annual budget.

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## Essential Duties and Responsibilities

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

1. Computes and allocates school appropriations.
2. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
3. Coordinates systems with state accounting codes/formats to assure accuracy and consistency.
4. Evaluates financial/budgeting techniques and processes; recommends modifications.
5. Assists in preparing statistical/cost trends or projections.
6. Monitors accounts and coordinates work with other divisions/departments.
7. Reviews and develops budget transfer recommendations within school/department budgets.
8. Conforms to safety standards, as prescribed.
9. Performs other tasks related to the position, as assigned.

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## **Distinguishing Characteristics**

Involves financial/analytical principles of fund accounting and budget control.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of management principles, generally accepted accounting principles (GAAP), standard budgeting/recordkeeping systems, public financial reporting principles, and applicable laws/codes.
  2. Skills in electronic spreadsheet programming; knowledge of personal computers and word processing applications.
  3. Ability to concentrate on accuracy of details while keeping total perspective in focus.
  4. Ability to perform mathematical calculations and statistical analyses.
  5. Ability to meet work objectives with minimum supervision.
  6. Ability to use calculator, 10-key (by touch), and office machines.
  7. Ability to collect/summarize data and prepare clear, concise reports.
  8. Ability to maintain confidentiality of information.
  9. Ability to prepare and maintain accurate records.
  10. Ability to communicate clearly and effectively.
  11. Ability to meet predetermined deadlines.
  12. Ability to work cooperatively with employees, other agencies, and the public.
  13. Ability to recognize/report hazards and apply safe work methods.
  14. 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. Four (4) years' professional-level work experience in accounting or budget preparation/monitoring; or,

Associate degree from an accredited college/university in Business Administration with emphasis in accounting or finance, and two (2) years' experience as described above.

## **Licenses and Certifications**

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

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Transcript(s) from an accredited college/university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Business and Finance Unit.

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## **Work Environment**

### **Strength**

Sedentary/light – exert force up 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 seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near/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, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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## **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: 08/02/23
- Created: 10/13/90