

# Finance Assistant (Assistant to the Chief Financial Officer)

## Position Details

Class Code: 4101

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under administrative review, supports the Chief Financial Officer (CFO) and the Business and Finance Unit with day-to-day operations/projects to streamline, automate, and create efficiencies for the team. Requires an entrepreneurial, analytical, detail-oriented strategic thinker with strong reporting experience and familiarity with financial software. Provides administrative assistance along with management support requiring high-degrees of awareness, tact, creativity, and initiative in directing/completing projects and solving problems.

---

## Essential Duties and Responsibilities

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

1. Manages internal operations of the Business and Finance Unit.
2. Plans, organizes, implements, and supervises secretarial/clerical work for the Business and Finance Unit.
3. Prepares reports and compiles agenda items for Clark County School District (CCSD) Board of Trustees meetings.
4. Compiles agenda items and appropriate backup information for submission to the Office of the Superintendent and the Board, as requested.

5. Leads, supervises, directs, and oversees staff to ensure smooth information flow, service delivery, and consistent procedural implementation throughout the Business and Finance Unit.
6. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
7. Evaluates financial and budgeting techniques/processes; recommends modifications.
8. Assists in preparing statistical/cost trends or projections.
9. Monitors accounts and coordinates work with other departments.
10. Reviews and develops budget transfer recommendations within school/department budgets.
11. Participates in special projects, reconciliations, and research/analysis; revises and updates reports to be more useful and efficient; furnishes external reports, letters, and memos, as necessary.
12. Leads documentation of department policies and procedures. Reviews proposed policy/procedure changes to better comply with laws and regulations.
13. Assists with audits and reviews. Closely examines financial/accounting records and compiles data.
14. Serves as liaison between the CFO's office and financial institutions regarding bond issuance agenda items and legal documents.
15. Creates financial reports and analyses, as directed; develops, analyzes, and interprets statistical/accounting information to compare performance versus budget. Revises and updates reports for usefulness/efficiency. Writes correspondence and memos, as necessary.
16. Researches, compiles, and analyzes data from various sources.
17. Researches, prepares, and summarizes information for special projects, as assigned.
18. Audits payroll and approves Level 1 requests, as required.
19. Monitors budgets and assists staff in understanding discrepancies, shortages, budget requests, etc.
20. Researches questions, obtains, coordinates, and distributes information, and follows-up on project statuses/progress.
21. Arranges, participates in, and implements conferences and committee meetings, as directed.
22. Demonstrates authority and ability to resolve issues at the lowest level.
23. Interacts frequently with the public and employees at all levels. Obtains and relays requested information to visitors. Refers visitors to appropriate administrative staff, when needed.
24. Interprets regulations, policies, and procedures to employees and the public.

25. Routes correspondence to the Board, administrators, and support professionals; gives explicit or general directions.
  26. Utilizes software skills to prepare correspondence, tables, and forms; maintains and provides statistical information; writes/creates memos, correspondence, and/or reports, as directed.
  27. Reviews materials for typographical/grammatical accuracy, correct formatting, procedural conformance, internal consistency, and proper approvals.
  28. Schedules and attends meetings; provides agenda and minute support (dictation/notes/transcription.)
  29. Provides input for the evaluation of assigned support staff.
  30. Conforms to safety standards, as prescribed.
  31. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

This position is essential to the efficiency/effectiveness of the Office of the Chief Financial Officer. Responsible for complex secretarial duties, managing confidential information and financial/accounting reporting, and leading Business and Finance Unit staff. Work is accomplished by working independently, directing other secretarial/clerical staff, and requiring administrators' assistance in adhering to CFO directives for achieving CCSD goals. Deals with diverse matters requiring extensive knowledge of CCSD and the CFO's role/responsibilities.

---

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

1. Knowledge of CCSD operations.
2. Knowledge of Nevada Open Meeting Law requirements.
3. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting standards.
4. Knowledge of management principles, generally accepted accounting principles, standard budgeting/recordkeeping systems, principles of public financial reporting, and applicable laws/codes.
5. Knowledge of budget and payroll systems.
6. Extensive knowledge of computers and software, including word processing, databases, spreadsheets, and presentations.
7. Ability to plan, organize, prioritize, and work independently without immediate supervision.

8. Ability to keep information confidential and maintain an ethical attitude.
  9. Ability to gain cooperation and conformance without authority.
  10. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
  11. Ability to supervise subordinates.
  12. Possess strong writing skills; able to perform editorial checking for spelling, punctuation, and grammar.
  13. Ability to use discretion and make sound judgments.
  14. Ability to demonstrate strong leadership and communication skills.
  15. Ability to determine procedures for handling unique problems.
  16. Ability to meet predetermined deadlines; flexible in shifting to new tasks as priorities change.
  17. Ability to promote public relations and deal tactfully/diplomatically with people.
  18. Ability to concentrate on accuracy of details.
  19. Ability to work flexible hours/shifts.
  20. Ability to judge when to act independently and when to refer situations to an administrator.
  21. Ability to cooperate with management, staff, outside agencies, and the public.
  22. Ability to recognize/report hazards and apply safe work methods.
  23. Ability to perform mathematical and statistical analyses.
  24. Possess physical and mental stamina commensurate with the responsibilities of the position.
- 

## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) years' secretarial/clerical experience with extensive public contact. Must have included project/staff supervision, organization, coordination, and performance of duties at a responsible level.
3. Professional experience in finance and budget monitoring.

### **Licenses and Certifications**

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

## **Preferred Qualifications**

Ability to take dictation (shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at 80 words per minute.

---

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

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

CCSD facilities, schools, and department offices.

---

## **Work Environment**

### **Strength**

Sedentary/light – exert force up 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 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

Computers, printers, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office equipment, 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: 10/16/23
- Created: 10/05/20