

Accounting Specialist

Position Details

Class Code: 4102

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: Pay Grade 55 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, provides support to the Accounting Director and the accounting team, which includes general ledger, cash management/treasury, purchase card, accounts payable, and school accounting functions with day-to-day operations and projects that will streamline, automate, and create efficiencies for the team. This position requires an entrepreneurial, analytical, and a detail-oriented strategic thinker, as well as an individual who possesses strong, detailed reporting experience and familiarity with financial software systems. Provides administrative assistance and management support requiring a high degree of awareness, tact, creativity, and initiative in directing or completing projects and resolving problems.

Essential Duties and Responsibilities

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

1. Responsible for managing internal operations of the Accounting department.
2. Plans, organizes, implements, and provides assistances in the Accounting department and recommends changes for the department.
3. Responsible for preparation of various Clark County School District Board of Trustees documents regarding the annual audit, other accounting responsibilities, and requests submitted to the office of the Chief Financial Officer (CFO) for the Board meetings.

4. Provides direction and daily oversight to staff for a smooth flow of information and delivery of services to ensure that procedures are implemented consistently throughout the Accounting Department.
5. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
6. Assists with detailed data compilation using formulated spreadsheets to produce reporting schedules for state-mandated annual and biennial reporting, as directed.
7. Evaluates financial and budgeting techniques and processes and recommends modifications.
8. Assists administrators proofreading, reviewing, and publishing the Comprehensive Annual Financial Report and the Popular Annual Financial Report.
9. Monitors accounts and coordinates work with other divisions/units/departments.
10. Reviews and develops recommendations for budget transfers of funds within school and department budgets.
11. Manages special projects, reconciliations, research, and analysis. This includes revising and updating reports to be more useful and efficient and furnish external reports, letters, and memos, as necessary.
12. Leads documentation of department policies and procedures. Reviews proposed changes to existing policies and procedures to better comply with current laws and regulations.
13. Assists the District's external certified public accounting firm with audits and reviews. Closely examines financial and accounting records and compiles data.
14. Creates ad hoc financial reports and analysis, as directed. This includes assisting in developing, analyzing, and interpreting statistical and accounting information to evaluate results in terms of performance versus budget. Revising and updating reports for usefulness and efficiencies, as well as writing/creating correspondence and memos, as necessary.
15. Researches, compiles, and analyzes data from a variety of sources.
16. Performs independent research, prepares, and summarizes information for special projects, as assigned by the department administrators.
17. Responsible for auditing payroll for accuracy and approving Level 1 requests, as required.
18. Manages the department budgets and provides assistance to staff with understanding discrepancies, shortages, budget requests, etc.
19. Provides administrative support by researching questions, obtaining information, coordinating and disseminating information, and following up on the progress and status of projects.

20. Arranges, participates in, and implements conferences and committee meetings, as directed.
 21. Demonstrates authority and ability to resolve issues at the lowest level.
 22. Frequent contact with the public and employees at several levels, which requires that information be obtained and relayed to visitors and/or outside agencies on their needs, and when necessary, refers to appropriate administrative staff.
 23. Interprets rules, regulations, policies, and procedures to employees and the public.
 24. Gives explicit or general directions and routes correspondence to the appropriate department/unit, administrators, and support professionals.
 25. Utilizes software skills to prepare correspondence, tables, and forms; maintains, and provides statistical information; writes/creates memos, correspondence, and/or reports, as directed.
 26. Reviews materials for administrative approval for typographical/grammatical accuracy, format, conformance with procedures, internal consistency, and ensures proper approvals have been obtained.
 27. Schedules and attends meetings and provides agenda and minute support (dictation/notes/transcription).
 28. Conforms to safety standards, as prescribed.
 29. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

This position is essential to the efficiency and effectiveness of the accounting department and is responsible for complex secretarial duties, managing confidential information, managing financial and accounting reporting, and providing direction and assistance to staff within the department. Work is accomplished by working independently, assisting other staff members, and requiring the assistance of administrators to adhere to the directives of the Accounting Director to fulfill the goals of the District. The scope and complexity of this position is such that it deals with diverse matters, which require an extensive knowledge of the Clark County School District and the Accounting Director's responsibilities and role in carrying out his/her duties.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations.

2. Knowledge of secretarial practices, business machines, office management, and record keeping/accounting standards.
 3. Knowledge and experience using Excel and System Applications and Products (SAP).
 4. Knowledge of management principles; generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB); standard budgeting and record keeping systems; principles of public financial reporting, applicable laws and codes, District policies and regulations.
 5. Knowledge of budget and payroll systems.
 6. Extensive knowledge of personal computers and software applications, which includes word processing, databases, spreadsheets, and presentations.
 7. Ability to plan, organize, and set priorities on work and to 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 and oral instructions, procedures, and regulations.
 11. Ability to supervise subordinates.
 12. Ability to possess strong writing skills and do editorial checking for spelling, punctuation, and grammar.
 13. Ability to use discretion and make sound judgments.
 14. Ability to demonstrate leadership skills.
 15. Ability to demonstrate strong communication skills.
 16. Ability to determine procedures for handling unique problems.
 17. Ability to meet predetermined deadlines and flexibility in shifting to new tasks when priorities change.
 18. Ability to promote public relations and to deal tactfully and diplomatically with people.
 19. Ability to concentrate on accuracy of details.
 20. Ability to work flexible hours or shifts.
 21. Judgment as to when to act independently and when to refer situations to administrator.
 22. Ability to cooperate with management, staff, outside agencies, and the public.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Ability to perform mathematical and statistical analysis
 25. 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 of secretarial/clerical experience with public contacts (Must include supervision of projects and/or staff, organization, coordination, and assistance with the performance of duties at a responsible level).

Licenses and Certifications

None Specified.

Preferred Qualifications

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) at the rate of 70 words per minute and/or transcription of recordings at an equivalent rate.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities, schools, and department offices.

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. Vision: Frequent

near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and 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/adding machines, fax machines, telephones, filing cabinets/office equipment, 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

- Created: 10/08/21
- Revised: 02/22/21