

# District Budget Management Specialist

## Position Details

Class Code: 4104

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Provides direct support to all Clark County School District personnel responsible for management of the budget cycle process for accounting, compliance, data, analysis, and functionality for staff funding and all budgetary obligations. Using established procedures and statutory requirements, reviews, counsels, trains, provides direction for all divisions/schools/departmental budget submissions, makes recommendations for the annual budget, as well as demonstrates proper use of Strategic Budget Workbooks and budgeting tools.

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## Essential Duties and Responsibilities

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

1. Provides biannual, one-on-one training to all District administrative staff responsible for school budgets, and additional training as necessary.
2. Provides written/verbal communication to District staff regarding corrections and appropriate budget requirements.
3. Provides guidance supporting strategic budget planning for all district administrative personnel throughout the year.

4. Provides assistance with appropriate budget information for shopping carts and expense adjustments.
  5. Provides guidance within Human Capital Management (HCM) system regarding personnel staffing.
  6. Reviews and approves Position Requests.
  7. Creates and maintains budget information for divisions/schools/departmental positions for the Department Budget Table.
  8. Creates and maintains combo codes for divisions/schools/departmental sites.
  9. Provides guidance with easily accessible budget information through Open Book.
  10. Prepares budget request forms during closed budget cycles to allow modifications to strategic budget plans.
  11. Computes and allocates school appropriations.
  12. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
  13. Coordinates systems with state accounting codes and formats to assure accuracy and consistency.
  14. Evaluates financial and budgeting techniques/processes and recommends modifications.
  15. Assists in the preparation of statistical/cost trends or projections.
  16. Monitors District fiscal budget accounts and provides input for the appropriate management of funds; coordinates work with divisions/departments/schools.
  17. Reviews and develops recommendations for budget transfers of funds within school/department budgets.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves financial and analytical principles of fund accounting, budget control and management; as it relates to Nevada Revised Statutes (NRS), District policies/regulations, and funding changes mandated by the Nevada Legislature.

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

1. Knowledge of management principles; generally accepted accounting principles; professional budgeting, accounting, and record keeping systems; principles and practices of public financial reporting, and applicable laws/codes.

2. Knowledge of personal computers and word processing applications, as well as skilled in electronic spreadsheet programming.
  3. Ability to perform tasks with word processing, spreadsheet applications, Systems Applications and Products (SAP), Hyperion, HCM/PeopleSoft, and Google Document processing applications.
  4. Ability to concentrate on accuracy of details while keeping total perspective in focus.
  5. Ability to perform mathematical computations and statistical analyses.
  6. Ability to work under pressure and meet work objectives with minimum supervision.
  7. Ability to use calculator, 10-key by touch, and various office machines.
  8. Ability to collect/summarize data and prepare clear/concise reports.
  9. Ability to maintain confidentiality of information.
  10. Ability to plan/organize work and prepare/maintain accurate records.
  11. Ability to write/speak with clarity and effectiveness while providing accurate details.
  12. Ability to explain complex budgetary issues to administrative personnel responsible for all aspects of the budget process for divisions/schools/departments.
  13. Ability to meet predetermined deadlines as well as adjust schedules and responsibilities to prioritize last-minute requests and adjusted deadlines.
  14. Ability to work cooperatively with employees, other agencies, and the public.
  15. Ability to recognize and report hazards and apply safe work methods.
  16. 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 six (6) years' professional level work experience in accounting/budget preparation, and/or budget monitoring as an Assistant Accountant, Accountant, Budget Assistant, or qualified position with budget management; or, Associate's degree from an accredited college or university in Business Administration with emphasis in accounting or finance (minimum of nine (9) Semester credit hours in accounting); plus, four (4) years' professional level work

experience in accounting/budget preparation, and/or budget monitoring; or, Bachelor's degree from an accredited college or university in accounting; and, two (2) years professional budget experience.

## **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. College transcript(s) from an accredited college or university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District Business and Finance Unit.

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## **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, 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**

Various computers, printers, telephones, calculators, copy machines, 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: 09/06/23
- Created: 06/28/23