

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR I – ACCOUNTING/BUDGET SPECIALIST**

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Reference Code: A739

Division: Education Services

Classification: Professional-Technical

Terms of Employment: Range 38 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position serves to provide support to the Education Services Division (ESD) and the Regional Professional Development Program (RPDP) assisting in accounting and budgeting processes and functions and grant reporting. This position is directly responsible to the Director, Education Services Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Prepare and post all RPDP and ESD budget allocations and adjustments.
2. Assist with detailed data compilation using complex formulated spreadsheets to produce reporting schedules for state-mandated annual and biennial reporting.
3. Coordinate and monitor the multi-million dollar fiscal budgets of the Adult Education Program and the RPDP state grant, including preparation of budget adjustments, draw requests, and reports.
4. Assist Clark County School District administration and personnel with Adult Education and RPDP budget questions, researching and resolving discrepancies.
5. Assist in grant application, reconciliation, and closure procedures in accordance with state and federal guidelines.
6. Assist in preparing, reviewing, and analyzing RPDP and Adult Education funds and associated financial statements.
7. Review and input RPDP and Adult Education monthly posting and journal entries.
8. Receive, process, monitor, and track RPDP and Adult Education Program extra duty, shopping cart, and requisitions to ensure correct, prompt operations.
9. Receive RPDP trainer bank deposit detail, balance, and prepare transmittals of cash.
10. Perform other duties related to the position, as assigned.

**POSITIONS EXPECTATIONS:**

1. Knowledge of governmental and District accounting and budgeting regulations and procedures.
2. Knowledge of state and federal reporting guidelines.
3. Ability to apply state and federal procedures and regulations required in administering grants.
4. Extensive knowledge of the R-Stars accounting code structure.
5. Extensive knowledge of the Enterprise Resource Planning SAP system.
6. Extensive knowledge of Access and Excel and use of formulas and importing/exporting data to and from R-Stars and SAP.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in business administration, finance, accounting, or a related field or currently serving as a professional-technical employee with the Clark County School District.

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years experience in a governmental or financial accounting/budgeting environment.
3. Experience in grant management.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

#### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.