

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

**COORDINATOR I - ACCOUNTING**

---

Reference Code: A518

Division: Operations Support Unit

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

---

**POSITION SUMMARY:** This position is responsible for the preparation and review of the Comprehensive Annual Financial Report (CAFR), to serve as a liaison between auditors, and coordinate annual CAFR audits. This position is also responsible to coordinate, with the Budget Department, the reconciliation of the general ledger and the budget, coordinate and manage accounting functions of the Clark County School District, analyze general ledger records of the District, initiate appropriate adjustments, and ensure the timely reconciliation of District receipts and disbursements with the District bank accounts. This position is directly responsible to the Deputy Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Monitor, review, and provide analysis of funds.
2. Prepare, review, and provide analysis of annual financial statements.
3. Review and approve monthly posting and journal entries.
4. Prepare year-end schedules.
5. Compile financial information for administrative use.
6. Supervise activities of assigned staff.
7. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to prepare comprehensive notes/financial and statistical reports.
2. Ability to research and analyze statistical data.
3. Knowledge of Generally Accepted Accounting Principles (GAAP), practices, and procedures; Governmental Accounting Standards Board (GASB); and Financial Accounting Standards Board (FASB).
4. Knowledge of general accounting, budget, and business functions of the schools.
5. Knowledge of Clark County School District policies and procedures.
6. Knowledge of state standards and requirements.
7. Knowledge of budget preparation.
8. Knowledge of office applications.
9. Knowledge of financial and budget analysis techniques.
10. Knowledge of fixed assets and credit card procedures.
11. Knowledge of accounts payable process and policies.
12. Knowledge of school banking process and procedures.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in accounting, finance, or 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. Three (3) years experience in governmental accounting and/or financial accounting.

Preferred Qualifications:

Certified public accountant (CPA) or master of business administration (MBA).

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.