

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR I – ACCOUNTING, TREASURY

Reference Code: A517

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 functions to provide assistance and support with the management of the Clark County School District's investment portfolio, cash receipts, revenues, and accounts receivables functions. This position is directly responsible to the Coordinator, Cash and Investment Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Record previous business day's cash activity.
2. Update and maintain daily cash flow worksheet for investing.
3. Prepare daily wire transfer forms for investment activity.
4. Prepare daily trade sheet for investment committee signatures.
5. Prepare trade tickets for investment purchases, sells, or calls.
6. Purchase and/or sell money market funds to cover disbursements.
7. Update Governmental Accounting Standards Board (GASB) 31 worksheet for general investment portfolio.
8. Update cash flow worksheet weekly for accounts payable warrants.
9. Update cash flow worksheet for monthly payroll warrants.
10. Prepare monthly investment activity journal vouchers.
11. Update investment statistic worksheet.
12. Prepare revenue recap worksheets for county revenues.
13. Provide revenue codings for junior accountant, as needed.
14. Prepare interest allocation worksheet.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of Generally Accepted Accounting Principles (GAAP), Internal Revenue Service (IRS) requirements, applicable Nevada Revised Statutes (NRS), and District policies and procedures.
2. Ability to communicate effectively.
3. Ability to maintain confidentiality of information and to meet deadlines.
4. Ability to perform complex computations and analyses.

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. Minimum of three (3) years general accounting experience.

Preferred Qualifications:

Minimum of two (2) years cash and investment experience.

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.