

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR I – BUDGET

Reference Code: A548

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 develop and maintain district-wide budgetary and financial data. This position is directly responsible to the Director, Budget Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Assist in developing the tentative, final, and amended final budget.
2. Assist in the preparation of the annual budget and statistical report by completing assigned sections requiring financial data and narrative updates.
3. Assist the Director with other projects and tasks, as assigned.
4. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of governmental fund accounting, general concepts of budget forecasting, Generally Accepted Accounting Principles (GAAP), financial statistical analysis, principles and practices of financial administration, and budget management at all levels of government.
2. Knowledge of the Nevada Revised Statutes relating to local government and school districts.
3. Knowledge of spreadsheet software.
4. Ability to maintain confidentiality of information.
5. Ability to communicate with clarity and effectiveness.
6. Ability to meet deadlines.
7. Ability to maintain records.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in business administration with a major in finance and/or accounting 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. A minimum of four (4) years of financial management analysis and/or accounting 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.