

# Accountant

## Position Details

Class Code: 2040

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

Under general direction, sets-up as well as maintains accounting ledgers, journals, and records; prepares financial statements/reports.

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## Essential Duties and Responsibilities

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

1. Sets-up as well as maintains journals, ledgers, and other records.
  2. Prepares journal vouchers; makes adjusting and closing entries.
  3. Establishes accounts receivable from various information sources.
  4. Maintains accounting control records for receipts, disbursements, and balances.
  5. Supervises as well as reviews requisition coding for account distribution according to fund, unit, program, function, object, and legality.
  6. Prepares fiscal, statistical, and federal reports.
  7. Compiles, organizes, and maintains current cost accounting and statistical data.
  8. Reconciles general ledger with subsidiary ledgers.
  9. Assists supervisors and administrators in interpreting unit budget reports.
  10. Determines compliance with laws, regulations, and procedures.
  11. Reviews accounts payable and payroll records.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves professional and technical accounting duties.

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

1. Knowledge of professional accounting practices/procedures.
  2. Knowledge of governmental accounting and related laws.
  3. Knowledge of computers and accounting software.
  4. Ability to perform complex mathematical and statistical analyses.
  5. Ability to take independent action when required.
  6. Ability to be accurate with details.
  7. Ability to plan and organize work.
  8. Ability to learn, develop, and apply procedures.
  9. Ability to work under pressure and meet deadlines.
  10. Ability to work well with other departments and government agencies.
  11. Ability to recognize/report hazards and apply safe work methods.
  12. 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 (General Educational Development (GED), foreign equivalency, etc.)
2. Five (5) years' professional accounting experience; or, Associate's degree from an accredited college/university in accounting, finance, or business administration/management and three (3) years' professional accounting experience; or, Bachelor's degree from an accredited college/university (with at least nine (9) semester credits of accounting coursework), and two (2) years' professional accounting experience. If degree is in accounting, only one (1) year of professional accounting experience is required.

### **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 (GED, foreign equivalency, etc.)
  2. Transcript(s) from an accredited college/university, if applicable.
  3. Copy of a valid driver's license or state-issued identification card.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Clark County School District business offices (Business and Finance Unit, Food Service Department, Vegas PBS, Grants/Fiscal Accountability Department, etc.)

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## Work Environment

### Strength

Sedentary/light - exert force up 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 seated 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 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/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Furniture, 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**

Computers, printers, copiers, calculators, fax machines, telephones, 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, or 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: 10/12/23
- Created: 05/01/88