

Coordinator II, Construction Project Accountant, Facilities Bond Fund Financial Management

Position Details

Job Code: U7401

Reference Code: A469

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for reviewing all costs related to construction projects and confirming they comply with accounting principles, Clark County School District (CCSD) regulations and policies, state and federal laws, jurisdictional codes, and executed contracts. This position is directly responsible to the Coordinator IV, Construction Project Accountant Manager, Facilities Bond Fund Financial Management, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Reviews contractors' and subcontractors' billings for accuracy and completeness.
2. Reviews work orders, invoices, change orders, requisitions, purchase orders, and purchase card transactions related to construction projects.
3. Confirms contractor status.

4. Applies cost improvement findings from project reviews to future reviews to prevent future inefficiencies.
 5. Manages compliance with terms and conditions of the contract(s), including items such as bonds, insurance, waivers, billing accuracy, etc.
 6. Approves payment requests.
 7. Confirms compliance with regulations, policies, and applicable state and federal laws.
 8. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of Generally Accepted Accounting Principles (GAAP) practices and procedures; Governmental Accounting Standards Board (GASB); and Financial Accounting Standards Board (FASB).
 2. Familiarity with AIA contracts.
 3. Knowledge of personal computers, software applications, and Microsoft and Google applications.
 4. Possess analytical and problem-solving skills.
 5. Possess negotiating skills.
 6. Ability to manage more than one (1) project at a time.
 7. Ability to work independently, exercising judgment, and maintaining confidentiality.
 8. Excellent communication and interpersonal skills.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting, finance, construction management, or business-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 have previously

demonstrated five (5) years of successful supervisory experience related to the administrative position.

2. Minimum of two (2) years' experience in construction accounting or professional audit experience.
3. Proficient with computer software and mainframe databases.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university in business administration and/or certification as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA), or other relevant certification.
2. Professional experience related to contract or construction accounting or auditing.
3. Management experience.

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

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, 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

- Created: 07/10/24