



Director I, Financial Reporting

Position Details

Job Code: U7100

Reference Code: A773

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator for overseeing the coordination of financial systems for reporting and accounting. This includes acting as the finance technical lead for all financial reporting, both at the central and local school levels, designing and maintaining reports used for financial reporting, end-user reporting, and other reporting and queries as requested by management of the Clark County School District divisions/units). Uses comprehensive knowledge of general accounting, including accounts payable/receivable, payroll, along with internal financial reporting, and generally accepted accounting principles (GAAP) to streamline District practices utilizing technology solutions. Must be able to recommend and implement new accounting process and systems, as required to determine proper accounting processes to ensure consistent application of GAAP/Government Accounting Standards Board (GASB). This position serves as the responsible line administrator for accounting. This position is directly responsible to the Director III, Accounting, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Coordinate and resolve PeopleSoft issues as it relates to the PeopleSoft payroll distribution process, such as system errors resulting in process delays and quality problems.
2. Improve and streamline operations and processes through information technology to clarify or correct established procedures.
3. Work with, motivate, and persuade District departments to adhere to established guidelines and principles.
4. Serves as subject matter expert for general ledger and financial reporting-related updates, upgrades, reconfigurations, and implementations.
5. Participate in Human Capital Management (HCM) meetings regarding new system process, issues, and improvements.
6. Collaborate with consultants to provide new reporting requirements which includes report specifications, testing, and validation of results.
7. Assist in Governmental Accounting Standards Board (GASB) Proposed Financial Reporting Model each fiscal school year. Review all information for appropriate and complete implementation of GASB, as appropriate.
8. Provide financial information, as requested, or needed, to the media, the public, other governmental agencies, and for negotiations with various groups representing the employees of CCSD.
9. Assist and advise the System Application and Products in Data Processing (SAP) coordinator to ensure all testing is completed in a timely fashion and all new reports are being developed for production; oversee new reports being developed, tested, reviewed, and analyzed; test and verify open book data visualization tool.
10. Review and implement accounting department policies and procedures to satisfy GAAP, GASB, and local, state, and federal requirements.
11. Verify financial data in response to state, media, and Clark County School District Board of Trustees requests for information.
12. Perform effectively as the technical and functional liaison between external and internal personnel.
13. Understand and document standard and ad-hoc business requirements.
14. Provide support for the technical maintenance of the general ledgers, including modifications to the chart of accounts and report writers.
15. Create ad hoc reports, queries, and other analysis from the various financial systems to comply with annual GAAP and GASB requirements.
16. Develop and implement general accounting systems, and supervise the development of reporting tools, including coordination with the Technology and Information System Services (TISS) Division and other departments, as necessary.

17. Direct activities in all systems related to Nevada Revised Statutes (NRS) compliance including financial reports for the Nevada Department of Education (NDE), Nevada Department of Taxation, and the Legislative Counsel Bureau.
 18. Assist in the management of all systems for federal and state tax reports to maintain District compliance with various federal and state mandates including payroll tax filing, vehicle reporting, and W-2 filing.
 19. Assist in supervision and evaluation of performance of assigned staff in the management of general ledger and treasury activities.
 20. Ensure compliance with local, state, and federal reporting requirements and regulations.
 21. Research, analyze, and interpret comprehensive financial data and write concise, complete reports.
 22. Respond to management information and fiscal reporting needs.
 23. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of governmental and fund accounting,
 2. Knowledge of various technologies and software applications;
 3. Knowledge of governmental accounting and fiscal management functions and their interrelationships.
 4. Extensive knowledge of accounting system design.
 5. Familiarity with Internal Revenue Code (IRC) and procedures, as it relates to employee payroll tax reporting; Form 1099-MISC, Miscellaneous Income reporting, and other government or non-profit tax related issues.
 6. Knowledge of NRS, especially applicable debt management laws.
 7. Knowledge of CCSD regulations, policies, practices, and procedures.
 8. Knowledge of and ability to compose and prepare accurate reports and correspondence in compliance with GAAP, GASB, and other legal requirements.
 9. Ability to identify technology solutions to accounting and business issues within the department and across all divisions/units.
 10. Ability to teach technology system usage to other personnel.
 11. Possess a high degree of skill; and the ability to work independently and with others in a professional manner. Strong background with internal controls.
 12. Ability to supervise both administrative and support professional personnel.
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Position Requirements

Education and Training

An earned bachelor's degree with a major in accounting or a related field from an accredited college or university 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 a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years successful experience with financial statement preparation, supervisory experience, Enterprise Resource Planning (ERP) and systems application, and governmental accounting to include application of GASB.

Preferred Qualifications

None specified.

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, 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: 06/17/22
- Created: 06/17/22