

Coordinator IV, General Ledger

Position Details

Job Code: U7403

Reference Code: A626

Division: Business and Finance Unit

Classification: Professional-Technical

Terms of Employment: [Range 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position ensures business continuity, maintains day-to-day accounting operations, supports financial reporting, safeguards compliance while core staff focus on system changes. This position is directly responsible to the Director II, Accounting Department, and supports cross training of assigned responsibilities including, Accounts Payable, School Accounting, and Cash Management/Treasury.

Essential Duties and Responsibilities

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

1. Reviews month-end and year-end close activities, including journal entries, reconciliations, and financial statement support.
2. Performs balance sheet and income statement account reconciliations, investigates variances, and ensures accuracy. Prepares financial reporting, variance analyses, and ad hoc schedules.
3. Maintains day-to-day tasks and supports general ledger integrity in the financial system.
4. Ensures compliance with internal controls and audit requirements.
5. Collaborates with Accounts Payable, Accounts Receivable, School Accounting, and Treasury to support daily operations.

6. Assists with the coordination of financial applications between the Budget, Information Systems, and Accounting Departments, including system enhancements and new programs or processes.
 7. Performs monthly bank, asset, liability, and revenue/expense reconciliations.
 8. Investigates and resolves discrepancies promptly.
 9. Maintains reconciliation documentation for audit purposes.
 10. Maintains system transactions and reporting.
 11. Supports transition of balances and data validation for system migrations and upgrades.
 12. Supports budget-to-actual reporting and assists with financial forecasts.
 13. Communicates effectively with Clark County School District (CCSD) staff and financial teams to ensure accuracy of financial data.
 14. Documents existing general ledger processes to assist with financial system design, development, upgrade, and maintenance.
 15. Identifies process improvements and recommends efficiencies.
 16. Assists with journal voucher preparation for bond transactions, including advance refunding.
 17. Assists in the administration of treasury and cash management functions, including bank reconciliations, debt service management, and cash flow projections.
 18. Assists with the preparation of ad hoc fiscal operation reports and statistics and business process analysis requested by the General Ledger administrator.
 19. Assists staff members with available resources, including maintenance of a current technical reference library, as requested.
 20. Provides support and backup in the absence of the Accounting Directors.
 21. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Knowledge of CCSD accounting and financial management practices.
2. Knowledge of Microsoft Excel; ability to create pivot tables, formulas, functions, parse text data, manage large data files and create charts/graphs.
3. Knowledge of Microsoft Word, PowerPoint, System applications and proficient in the latest technology related to office products, methods, and equipment including computers.
4. Knowledge of and ability to download, manage, design, and implement changes to major financial system applications, including SAP and PeopleSoft.

5. Knowledge of Generally Accepted Accounting Principles (GAAP), public financial reporting and standard budgeting procedures and policies.
 6. Knowledge of Governmental Accounting Standards Board (GASB) pronouncements.
 7. Knowledge of and ability to research, read, and analyze complex legislative bills, documents, tax policies and regulations such as Nevada Revised Statutes, Nevada Administrative Codes (NAC), and CCSD policies and regulations.
 8. Knowledge of state and county tax revenue structures related to CCSD revenue.
 9. Knowledge of laws related to IRS and Social Security filings.
 10. Ability to understand the State Legislative impacts to the CCSD.
 11. Ability to research and analyze statistical data.
 12. Ability to establish and maintain effective working relationship with the state, CCSD personnel, and other agencies.
 13. Ability to work independently, under pressure, and meet deadlines.
-

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting or finance, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Applicant/Employee must be able to provide their own transportation.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Four (4) years of successful experience in an administrative or executive position with responsibility for accounting or other financial management.
3. Two (2) years supervisory experience related to the position.

Preferred Qualifications

1. A masters of business administration (MBA) degree and/or certified public accountant (CPA) certificate.
2. Knowledge of computer accounting systems.
3. Experience in daily management of multiple areas of accounting.

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

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Created: 10/08/25