

Director II, Accounting

Position Details

Job Code: U7403

Reference Code: A455

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position serves as the assistant administrator of the Accounting Department, overseeing general ledger, accounts payable, school accounting, and treasury management functions in the absence of the Director III. Provides strategic leadership over financial systems, reporting platforms, and core accounting operations. Acts as a backup to the Finance Department and serves as the primary liaison between Finance and CIS/IT, ensuring all financial applications, processes, and reporting tools are optimized to support operational needs, uphold internal controls, and maintain full compliance with GASB, GAAP, federal, and state regulations. Manages revenue, expenditure, and fund balance forecasting for the Clark County School District (CCSD)'s operating budget and oversees Risk Management Fund accounting, including general ledger and cash disbursement reconciliations, ensuring accurate monthly and year-end postings, projections, and variance analyses. The position reports directly to the Director III, Accounting Department.

Essential Duties and Responsibilities

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

1. Serves as a senior-level leader within CCSD's Accounting and Finance Division with specialized responsibility coordinating, implementing, and optimizing financial software systems, reporting tools, and related processes; acts as the

- primary liaison between Finance and CIS/IT to ensure all financial applications and reporting solutions meet compliance and audit standards.
2. Ensures new processes and systems align with GASB, GAAP, and federal and state compliance standards; implements best practices in financial technology to safeguard internal controls and audit compliance; communicates across Finance departments to ensure end-user needs are understood, prioritized, and incorporated into system solutions.
 3. Establishes and maintains the integrity of CCSD's chart of accounts, ensuring compliance with Nevada Department of Education (NDE), GASB, and GAAP standards; develops and implements internal controls and review protocols to ensure accuracy and detect errors, fraud, or misstatements.
 4. Oversees the preparation of CCSD's financial statements, ensuring accurate balances across all funds, including general, special revenue, capital projects, debt service, proprietary, and fiduciary funds.
 5. Collaborates with CIS to integrate Accounts Payable workflows with General Ledger, ensuring timely and accurate posting of expenses and verification of treasury data feeds for reporting and reconciliation.
 6. Ensures funds are properly segregated and recorded in accordance with GASB and GAAP standards; maintains the integrity of fund balances, including tracking reserves, claims liabilities, and inter-fund allocations.
 7. Monitors school activity funds, grants, and special revenue accounts to ensure proper classification and reporting in the General Ledger.
 8. Directs fund disbursements in alignment with available resources, applicable laws, Board of Trustees' actions, accounting requirements, and CCSD objectives; ensures compliance with CCSD policies, procurement rules, and state regulations.
 9. Directs and reviews the preparation and submission of the Annual Comprehensive Financial Report (ACFR) and Basic Financial Statements to meet standards required for the Government Finance Officers Association (GFOA) and Association of School Business Officials International (ASBO), Certificate of Achievement for Excellence in Financial Reporting Program (COA).
 10. Authorizes the printing and distribution of financial reports to agencies such as, Moody's, Standard and Poor's, and other financial institutions.
 11. Coordinates the preparation and review of CCSD's cost allocation reporting per Nevada Revised Statutes (NRS), ensuring data collection and final review for compliance and school accountability.
 12. Oversees activities related to NRS compliance, including financial reporting for the NDE, Nevada Department of Taxation, and Legislative Counsel Bureau audit and data requests.
 13. Assists with the development of bonded debt issuance for CCSD's building program; prepares reports and financial data for financial advisors and bond

- counsel; and processes journal vouchers for transactions.
14. Directs the preparation of revenue forecasts for the General Operating Fund, ensuring alignment with state education funding formulas (e.g., Pupil-Centered Funding Plan – PCFP) and consistency with data from NDE, Nevada Department of Taxation, and local governments.
 15. Oversees expenditure forecasts and ensures long-range planning for inflation, enrollment trends, and policy initiatives; provides fund balance projections under multiple scenarios for executive leadership review.
 16. Performs research and financial data analysis to support requests from legislators, media, the public, governmental agencies, and community stakeholders.
 17. Facilitates annual audits by preparing, reviewing, and maintaining supporting documentation for external auditors and coordinates additional state, federal and Legislative Counsel Bureau audits.
 18. Assists with the preparation and management of federal and state tax reports to maintain compliance with filing mandates, including payroll taxes, vehicle reporting, and Wage and Tax Statement (W-2) reporting.
 19. Manages CCSD's fixed asset inventory system, including asset categorization, inventory, calculating depreciation, and related financial reporting.
 20. Oversees accounting for departmental budgets, verifies proper account coding for expenditures, and prepares journal vouchers to maintain or correct the General Ledger.
 21. Maintains proper accounting and reconciliation of cash, accounts payable, payroll, and budgeted appropriations within CCSD's accounting system and General Ledger, and reviews all financial statements in accordance with generally accepted accounting principles.
 22. Assists treasury and cash management operations, including bank reconciliations, debt service administration, and cash flow forecasting.
 23. Prepares ad-hoc fiscal reports, statistical analyses, and business process reviews as requested by the Director of Accounting, Deputy Chief Financial Officer, or the Business and Finance Unit.
 24. Trains staff on departmental resources and maintains the technical reference library to support accounting functions and ensure compliance with financial regulations and standards.
 25. Aligns and compares key performance indicators (KPIs) with best practices recommended by the Council of the Great City Schools, GFOA, ASBO, and other large districts; implement strategies to improve performance and service delivery.
 26. Researches, manages, and supports CCSD projects related to financial software testing, implementation, and utilization, including vendor coordination, staff training, troubleshooting, and process improvement to ensure timely, accurate reporting.

27. Reviews, analyzes, and authorizes Risk Management journal entries, accruals, and adjustments, including claims liabilities, premium allocations, and inter-fund transfers; ensure accurate classification and reconciliation of balances, including self-insured programs and liability.
 28. Verifies Risk Management Fund accounting accuracy and funding adequacy, minimizing financial risk; provides executive leadership with assessments of how new standards affect CCSD's financial statements, fund balances, and operational planning.
 29. Oversees year-end closing procedures, accruals, reserve adjustments, and reconciliations to ensure accurate reporting in the Annual Comprehensive Financial Report (ACFR) for Risk Management.
 30. Collaborates with Risk Management to incorporate claims, settlements, and risk exposure trends into financial forecasts and provide scenario analyses for potential liabilities, funding needs, and reserve adjustments to the executive leadership team.
 31. Prepares monthly financial statements for the Risk Management Fund, detailing revenues, expenditures, claims, reserves, and fund balances.
 32. Serves as Acting Accounting Director III in the absence, assuming full responsibility for division operations, staff supervision, financial reporting, compliance, and internal controls; reviews and approves high-level financial transactions and exercises delegated authority to make budgetary, operational, and policy decisions.
 33. Supervises and evaluates the performance of assigned staff.
 34. Performs other duties related to the position, as assigned.
-

Position Expectations

None specified.

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. Five (5) years of successful experience in an administrative or executive position with responsibility for complex 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 treasury management.

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

- Revised: 09/12/25
- Created: 12/12/08