

Business and Finance Intern

Position Details

Class Code: 2041

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 51B* on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under immediate supervision, supports an assigned Clark County School District (CCSD) location. Accountable for the accuracy of routine and non-routine support duties dictated by the assigned site. May be assigned to a large operating unit, division, or department and perform generalized departmental support functions, wherein incumbents receive instruction in site-specific duties/responsibilities.

Essential Duties and Responsibilities

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

1. Performs operational support functions/tasks according to the assigned unit, division, or department.
2. May test/implement internal controls and perform other internal control duties.
3. May assist in compiling information and data for reports.
4. May assist in preparing the Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report.
5. May format audit report revisions.
6. May create and implement asset/settlement rules in the Systems Applications and Products (SAP) system.
7. May complete finance systems testing.
8. May analyze/compare budget and actual variances.
9. May perform data acquisition/entry functions.

10. May prepare meeting/committee presentations.
 11. May route calls and serve as a point-of-contact for department inquiries.
 12. May draft documents and correspondence.
 13. May research payroll/grant-entry issues.
 14. May assist in reviewing purchasing requisition to invoice payment conversions.
 15. Conforms to safety standards, as prescribed.
 16. Performs other duties related to the position, as assigned.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic English, spelling, and math.
 2. Knowledge of CCSD/department policies, practices, and procedures.
 3. Ability to learn basic elements of the position.
 4. Ability to perform routine typing and computer operations (data entry, word processing, records retrieval, etc.)
 5. Ability to access, operate, and maintain software applications; ability to read, update, and maintain records/files.
 6. Ability to operate basic office equipment (computers, printers, copiers, telephones, fax machines, etc.)
 7. Ability to follow and apply verbal/written instructions.
 8. Ability to abide by program rules, regulations, and policies.
 9. Ability to learn and apply procedures.
 10. Ability to handle simple tasks with speed and accuracy.
 11. Ability to accept informal supervision from multiple people.
 12. Ability to perform duties with a professional, cooperative work ethic.
 13. Ability to recognize/report hazards and apply safe work methods.
 14. Ability to communicate clearly and effectively.
 15. Ability to maintain confidential information.
 16. Ability to work flexible hours necessary for efficient department operations.
 17. 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. Current enrollment in an accredited college/university with a minimum of six (6) undergraduate credits or three (3) graduate credits. Must maintain a cumulative Grade Point Average (GPA) of at least 2.75.
3. Proof of acceptance into a CCSD-approved Internship Program. Internship program eligibility must be maintained for duration of assignment.

* Placement will be made on the Support Professional Salary Schedule in the appropriate step:

Step B: Entry level. Must meet qualifications listed above.

Step C: Must meet qualifications listed above, and have completed one (1) year of successful experience as a Business and Finance Intern, or an equal amount of work experience as determined by the administrator.

Step D: Must meet qualifications listed above, and have completed two (2) years' successful experience as a Business and Finance Intern, or an equal amount of work experience as determined by the administrator.

Step E: Must meet qualifications listed above, and have completed three (3) years' successful experience as a Business and Finance Intern, or an equal amount of work experience as determined by the administrator.

* Placement will be made on the Support Professional Salary Schedule on Pay Grade 51 in the appropriate step, as outlined above. Per CCSD Regulation 4124, temporary assignments shall not exceed 1040 hours for 10-, 11-, or 12-month employees, or 720 hours for 9-month employees, and step placement may not progress beyond step E.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (GED, foreign equivalency, etc.)
 3. Transcripts from an accredited college/university.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD offices such as Risk Management, Payroll, Facilities, Accounting, etc.

Work Environment

Strength

Sedentary/medium - exert force of 10-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 conference and computers, or over the telephone. Vision: Frequent near/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 settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to very loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, telephones, calculators, copiers, fax machines, filing cabinets/equipment, etc.

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: 10/13/23
- Created: 07/28/22