

Accounting Specialist

Position Details

Class Code: 4102

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative review, supports the Clark County School District's Accounting Department, including general ledger, cash management/treasury, purchase card, accounts payable, and school accounting functions, with daily operations/projects that will improve departmental efficiency. This position requires an entrepreneurial, analytical, detail-oriented strategic thinker experienced in financial reporting and software systems. Requires awareness, tact, creativity, and initiative in directing/completing projects and resolving problems.

Essential Duties and Responsibilities

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

1. Responsible for managing the Accounting Department's internal operations.
2. Plans, organizes, implements, and assists in Accounting department tasks; recommends improvements.
3. Responsible for preparing District Board of Trustees documents regarding the annual audit, other accounting responsibilities, and requests submitted to the office of the Chief Financial Officer (CFO) for Board meetings.
4. Directs/oversees staff to ensure smooth information flow, service delivery, and consistent procedure implementation throughout the department.

5. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
6. Assists in compiling data using formulated spreadsheets; produces reporting schedules for state-mandated reports, as directed.
7. Evaluates financial and budgeting techniques/processes; recommends modifications.
8. Assists administrators in proofreading, reviewing, and publishing the Annual Comprehensive Financial Report (ACFR) and the Popular Annual Financial Report (PAFR).
9. Monitors accounts and coordinates work with other departments.
10. Reviews and develops funds transfer recommendations for school/department budgets.
11. Manages special projects, reconciliations, research, and analysis. Revises and updates reports to be more useful/efficient; furnishes external reports, letters, and memos, as necessary.
12. Documents department policies and procedures. Reviews proposed policy changes for compliance with current laws/regulations.
13. Assists the District's external certified public accounting firm with audits and reviews. Closely examines financial/accounting records and compiles data.
14. Creates ad hoc financial reports and analyses, as directed. Assists in developing, analyzing, and interpreting statistical/accounting information; evaluates results in terms of performance versus budget. Revises and updates reports for usefulness/efficiency; creates and writes correspondence/memos, as necessary.
15. Researches, compiles, and analyzes data from different sources.
16. Researches, prepares, and summarizes information for special projects, as assigned by department administrators.
17. Audits payroll for accuracy; approves Level 1 requests, as required.
18. Manages department budgets; assists staff in understanding discrepancies, shortages, budget requests, etc.
19. Researches questions, obtains, coordinates, and shares information, and follows-up on project statuses/progress.
20. Arranges, participates in, and implements conferences/committee meetings, as directed.
21. Demonstrates authority and ability to resolve issues at the lowest level.
22. Frequently addresses public and employee inquiries; refers to appropriate administrative staff, when necessary.
23. Interprets rules, regulations, policies, and procedures to employees and the public.

24. Gives directions and routes correspondence to appropriate departments, administrators, and support professionals.
 25. Utilizes software skills to prepare correspondence, tables, and forms; maintains and provides statistical information; writes/creates memos, correspondence, and reports, as directed.
 26. Reviews materials for typographical/grammatical accuracy, formatting, procedural conformance, internal consistency, and proper approvals.
 27. Schedules and attends meetings; provides agenda/minute support (i.e., dictation, notes, transcription, etc.)
 28. Conforms to safety standards, as prescribed.
 29. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for complex secretarial duties, managing confidential information and financial/accounting reporting, and directing/assisting department staff. Works independently and with other staff members/administrators under guidance of the Accounting Director to achieve District goals. Deals with diverse matters requiring an extensive knowledge of the District and the Accounting Director's role/responsibilities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of District operations relative to the Accounting Department.
2. Knowledge of secretarial practices, business machines, office management, and recordkeeping/accounting standards.
3. Knowledge and experience in Microsoft Excel and System Applications and Products (SAP).
4. Knowledge of management principles, generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB), principles of public financial reporting, and applicable laws, codes, and District policies/regulations.
5. Knowledge of budget and payroll systems.
6. Extensive knowledge of computers and software applications, including word processing, databases, spreadsheets, and presentations.
7. Ability to plan, organize, and prioritize work; able to work independently without immediate supervision.
8. Ability to keep information confidential and maintain an ethical attitude.
9. Ability to gain cooperation and conformance without authority.

10. Ability to interpret, explain, and apply written/verbal instructions, procedures, and regulations.
 11. Ability to supervise subordinates.
 12. Ability to perform editorial checking for spelling, punctuation, and grammar; possesses strong writing skills.
 13. Ability to use discretion and make sound judgments.
 14. Ability to demonstrate strong communication and leadership skills.
 15. Ability to determine procedures for handling unique problems.
 16. Ability to meet predetermined deadlines; flexible in shifting to new tasks as priorities change.
 17. Ability to promote public relations and deal tactfully/diplomatically with people.
 18. Ability to concentrate on accuracy of details.
 19. Ability to work flexible hours/shifts.
 20. Ability to judge when to act independently and when to refer situations to an administrator.
 21. Ability to cooperate with management, staff, outside agencies, and the public.
 22. Ability to recognize/report hazards and apply safe work methods.
 23. Ability to perform mathematical and statistical analyses.
 24. 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 (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' secretarial/clerical experience with public contact. Must include staff/project supervision, organization, coordination, and administrative assistance at a responsible level.

Licenses and Certifications

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

Preferred Qualifications

Ability to take dictation (i.e., shorthand, speedwriting, stenography, Dictaphone, etc.) and transcribe recordings at 70 words per minute.

Document(s) Required at Time of Application

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

District facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional 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 setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, 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, copiers, calculators/adding machines, fax machines, telephones, filing cabinets/office 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: 07/26/23
- Created: 02/22/21