

Budget and Grant Specialist, Student Services Division

Position Details

Class Code: 4103

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, supports the Student Services Division (SSD) by assisting in budget, accounting, grant compliance, analysis, and related functions with the Personnel and Finance Office.

Essential Duties and Responsibilities

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

1. Prepares and assists in data compilation using complex formulated spreadsheets; produces annual school data reports as mandated by the Clark County School District.
2. Monitors SSD fiscal budgets, including general and grant fund budgets.
3. Assists in processing and reconciling the Individuals with Disabilities Education Act (IDEA) and American Recovery Plan (ARP) grants in accordance with state/federal guidelines.
4. Trains Personnel and Finance Office staff on appropriate procedures for using applications within the Human Capital Management (HCM) system.

5. Plans/organizes the special education resource room and self-contained classroom allocations semi-annually to the Budget Department for all CCSD schools.
 6. Supervises and provides input into the evaluations of Personnel and Finance Office support staff.
 7. Reviews Assistant Accountants' work to ensure HCM special education requisitions and data entered into department documents are maintained/recorded accurately.
 8. Prepares state-mandated budget and grant reports.
 9. Prepares budget allocations and adjustments for SSD.
 10. Prepares expense adjustments to reconcile SSD budgets.
 11. Prepares District-sponsored charter schools' memos with Budget Department allocations to disperse appropriate special education funds.
 12. Reviews division payroll records for general and grant budgets.
 13. Supports strategic budget planning for school administrators throughout the year, alongside the Budget Department.
 14. Provides technical solutions to help meet District needs, in collaboration with the Budget Department.
 15. Compiles financial information for administrative use.
 16. Assists Division administration and personnel with special education budget questions; researches and resolves discrepancies.
 17. Receives, processes, monitors, and tracks SSD licensed extra-duty, shopping carts, and HCM licensed/support professional requisitions promptly and accurately.
 18. Supports schools, central office administrators, and staff.
 19. Assists administrators in interpreting unit budget reports.
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves analytical/technical budget, accounting, HCM, and grant knowledge.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of professional budgeting/accounting procedures and practices.
2. Knowledge of personal computers and Google word-processing applications.

3. Skillful in electronic spreadsheet analysis and development.
 4. Ability to work independently on tasks, projects, and assignments.
 5. Ability to collect and summarize data; prepares clear, concise reports.
 6. Ability to be accurate with details.
 7. Ability to take independent action when required.
 8. Ability to meet work objectives with minimum supervision.
 9. Ability to learn, develop, and apply procedures.
 10. Ability to work under pressure and meet deadlines.
 11. Ability to work well with school leadership teams and central office staff.
 12. Ability to communicate clearly and effectively.
 13. Ability to perform complex mathematical and statistical analyses.
 14. Ability to plan and organize work.
 15. 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 Education Development (GED), foreign equivalency, etc.)
2. Six (6) years' professional budgeting/grant experience (i.e., Accountant, Assistant Accountant, Budget Assistant, etc.); or, Associate degree from an accredited college/university in accounting, finance, or business administration/management (with at least nine (9) credits in accounting), and four (4) years' professional budgeting/grant experience; or, Bachelor's degree from an accredited college/university in accounting, and two (2) years' professional budgeting/grant experience.

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. 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. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD business offices (i.e., Business and Finance Unit,-Grants/Fiscal Accountability Department, Student Services Division, etc.)

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 settings 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, fax machines, telephones, 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: 08/02/23
- Created: 06/17/22