

Administrative School Banking Specialist

Position Details

Class Code: 4105

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under supervision of the Coordinator IV, School Accounting, designs, develops, coordinates, and conducts personnel training programs for the responsible management of financial operations related to schools and banking, as well as provides reports to Clark County School District (CCSD) schools and departments.

Essential Duties and Responsibilities

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

1. Designs, develops, and coordinates training programs. Facilitates training for school office managers, bankers, and backup bankers to resolve issues and improve processes. Ensures that schools understand banking processes and audit findings.
2. Communicates with internal auditors and CCSD personnel to address audit findings. Investigates deposit corrections from commercial banks. Ensures school personnel follow procedures to rectify audit discrepancies and other financial issues.
3. Coordinates armored car services for school cash pickups. Tracks and manages missed pickups for invoicing purposes. Resolves issues related to armored car

- services. Communicates with Bank of America to manage school banking accounts, including opening new accounts, managing user access and permissions, maintaining and updating, and addressing fraudulent activities.
4. Assists Business Support Specialists (BSS) with tasks related to the School Banking Department. Provides guidance and support to ensure smooth operations.
 5. Ensures school managers/bankers remit funds to the correct budget for Visa purchases. Coordinates with schools to ensure compliance with financial regulations.
 6. Assists in updating the School Banking Manual and Cheat Sheets to reflect current processes and regulations. Ensures all documentation is clear, accurate, and up to date.
 7. Compiles, prepares, and maintains financial reports for category reporting (GASB). Assists in reconciling school bank accounts and reviewing journal entries for accuracy.
 8. Manages user banking software access. Provides Help Desk support to office managers, bankers, and backup bankers related to banking issues or software problems. Reviews and addresses web store remittance issues and chargebacks.
 9. Conforms to safety standards, as prescribed.
 10. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Develops training programs, trains CCSD personnel in administrative computer information systems, and controls computer access security.

Knowledge, Skills, and Abilities (Position Expectations)

1. Comprehensive knowledge of the CCSD's internal organization and administrative information systems.
2. Working knowledge of online computer system operations and data communication interfaces.
3. Working knowledge of computer systems and commercial information/data processing software.
4. Skills in written and verbal communication.
5. Ability to work with support professionals, and administrators.

6. Ability to instruct and motivate adults.
 7. Ability to design, implement, operate, and maintain recordkeeping systems.
 8. Ability to learn and master the operation/application of new technology and automated information processing systems.
 9. Ability to use desktop publishing software to create training materials.
 10. Ability to plan, prioritize, coordinate, and organize work.
 11. Ability to maintain accurate records.
 12. Ability to work flexible hours/shifts.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to recognize and report hazards and apply safe work methods.
 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 (General Educational Development [GED], foreign equivalency, etc.).
2. Two (2) years' experience in the CCSD working in a high-level clerical/secretarial position and two (2) years' work experience in financial software.
3. Two (2) years' experience in school banking.
4. Experience in conducting seminars, workshops, or training.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
 4. Safe driving record.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities and department offices - offices, schools, etc.

Work Environment

Strength

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

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, Video Display Terminal screens, 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, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, 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

- Created: 02/11/25