

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 (CCSD)'s Accounting Department, including general ledger, cash management/treasury, purchase card, accounts payable, and school accounting functions. Supports daily operations and projects aimed at improving 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 and completing projects as well as resolving problems.

Essential Duties and Responsibilities

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

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

5. Reviews and prepares account budgets and financial/statistical documents to ensure accuracy and completeness.
6. Assists in compiling data using formulated spreadsheets and produces reporting schedules for state-mandated reports, as directed.
7. Evaluates financial and budgeting techniques and processes, and recommends modifications as needed.
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 related work with other departments.
10. Reviews and develops funds transfer recommendations for school and department budgets.
11. Manages special projects, reconciliations, research, and analysis; revises and updates reports for greater efficiency and utility, and prepares external reports, letters, and memos as necessary.
12. Documents department policies and procedures, and reviews proposed policy changes for compliance with current laws and regulations.
13. Assists the CCSD's external certified public accounting firm with audits and reviews; examines financial and accounting records and compiles data.
14. Creates ad hoc financial reports and analyses as directed; assists in developing, analyzing, and interpreting statistical and accounting information, evaluating results against performance versus budget; revises and updates reports for efficiency and usefulness, and prepares correspondence and memos as needed.
15. Researches, compiles, and analyzes data from various sources.
16. Researches, prepares, and summarizes information for special projects as assigned by department administrators.
17. Audits payroll for accuracy and approves Level 1 requests as required.
18. Manages department budgets and assists staff in understanding discrepancies, shortages, and budget requests.
19. Researches questions, obtains and coordinates information, shares findings, and follows up on project statuses and progress.
20. Arranges, participates in, and facilitates conferences and committee meetings as directed.
21. Demonstrates authority and the ability to resolve issues at the lowest level.
22. Addresses public and employee inquiries, referring them to the appropriate administrative staff when necessary.
23. Interprets rules, regulations, policies, and procedures for employees and the public.

24. Provides directions and routes correspondence to the appropriate departments, administrators, and support professionals.
 25. Utilizes software skills to prepare correspondence, tables, and forms; maintains and provides statistical information; and creates memos, correspondence, and reports as directed.
 26. Reviews materials for typographical and grammatical accuracy, proper formatting, procedural compliance, internal consistency, and appropriate approvals.
 27. Schedules and attends meetings, providing agenda and minute support, including dictation, note-taking, and transcription.
 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 or assisting department staff. Works independently and collaboratively with staff and administrators under the guidance of the Accounting Director to achieve CCSD goals. Handles with diverse matters requiring extensive knowledge of the CCSD and the Accounting Director's role and responsibilities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of CCSD operations as they relate to the Accounting Department.
2. Knowledge of secretarial practices, business machines, office management, and recordkeeping and accounting standards.
3. Knowledge and experience with 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 CCSD policies and regulations.
5. Knowledge of budget and payroll systems.
6. Extensive knowledge of computers and software applications, including word processing, databases, spreadsheets, and presentation tools.

7. Ability to plan, organize, and prioritize work, able to work independently without immediate supervision.
 8. Ability to maintain confidentiality and uphold an ethical attitude.
 9. Ability to gain cooperation and conformance without direct authority.
 10. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
 11. Ability to supervise and guide staff.
 12. Ability to perform editorial checking for spelling, punctuation, and grammar; possesses strong writing skills.
 13. Ability to exercise discretion and make sound judgments.
 14. Ability to demonstrate strong communication and leadership skills.
 15. Ability to determine appropriate procedures for handling unique problems.
 16. Ability to meet predetermined deadlines and adapt to new tasks as priorities change.
 17. Ability to promote public relations and interact tactfully and diplomatically with others.
 18. Ability to focus on accuracy and attention to detail.
 19. Ability to work flexible hours and shifts.
 20. Ability to determine 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 perform mathematical and statistical analyses.
 23. Ability to recognize and report hazards and apply safe work methods.
 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 (General Educational Development [GED], foreign equivalency, etc.).
2. Four (4) years' secretarial/clerical experience with public contact. Must include staff and project supervision, organization, coordination, and administrative assistance at a responsible level.

Licenses and Certifications

Applicant/Employee must be able to provide their own transportation.

Preferred Qualifications

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

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities, schools, and department offices.

Work Environment

Strength

Sedentary/light - exert force up to 20 lbs., occasionally; 10 lbs., frequently; negligible force, 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, 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: 08/18/25
- Created: 02/22/21