

# CLARK COUNTY SCHOOL DISTRICT

## Human Resources Division

### **COORDINATOR III – FACILITIES AND BOND FUND FINANCIAL MANAGEMENT**

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Reference Code: A458

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to develop the project budgets for the capital improvement programs, prepare various financial/statistical reports for both management and regulatory agencies, and coordinate and oversee the processing of all budget documents. This position is directly responsible to the Director, Facilities and Bond Fund Financial Management.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Develop project budgets for the capital improvement programs utilizing input from planning and construction management staff, architects, engineers, and other consultants, which includes review and analysis of departmental budgetary requests for accuracy, reasonableness, and adherence to budgetary policy.
2. Monitor all capital project budgets to ensure compliance with the Clark County School District's Capital Program.
3. Prepare budget documents, including all ancillary schedules, in compliance with regulatory guidelines and participate in the presentation of the budget to the Board of School Trustees.
4. Create and maintain budget coding in capital funds in accordance with state regulations and legislative mandates.
5. Monitor all capital funds for compliance with Board of School Trustees established resolutions, Nevada Administrative Code, Nevada Revised Statutes, and District policy and regulation on all capital-funded activities.
6. Assist assigned internal audit staff and outside professional auditors with auditing activities.
7. Develop revenue/expenditure projections, cost analyses, ratio/statistical analyses, market comparisons, and any other information, as required by management or outside regulatory agencies.
8. Prepare construction-in-progress schedules and building value reports in compliance with Governmental Accounting Standards Board (GASB) regulations.
9. Advise management on effective use of resources and assumptions underlying budget forecasts and development.
10. Recommend improvements/modifications in budgetary development, operations, and procedures to District staff.
11. Monitor capital project budgets to ensure that appropriation transfer activities are within state and District budgetary and policy guidelines.
12. Assist construction managers, architects, and engineers with the management and analysis of their respective budgets, which includes the preparation for and presentation of training seminars relative to budget issues.
13. Assist with the development of the District's annual Facility Master Plan to include budget approval and monitoring of the plan's progress as related to the District's capital-funded programs. Consult with and advise other departments, government agencies, and auditors.
14. Analyze, recommend, and implement changes in financial operating systems and procedures.
15. Supervise and evaluate the performance of assigned staff.
16. Perform other duties related to the position, as assigned.

#### **POSITION EXPECTATIONS:**

1. Ability to perform complex mathematical computations and statistical analysis utilizing a microcomputer.
2. Ability to research and analyze statistical data.

#### **POSITION REQUIREMENTS:**

##### **Education and Training:**

An earned bachelor's degree from an accredited college or university in finance, accounting or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position such as professional financial management analysis or accounting experience.
2. Minimum of two (2) years successful experience in budget preparation and management for large public works projects.
3. Demonstrated knowledge of governmental accounting, fund accounting, financial accounting, cost accounting, and fixed asset accounting principles, as related to capital funds.

Preferred Qualifications:

1. Ability to prepare, review, and interpret financial information, including Nevada Revised Statutes, as they apply to budget and finance in large public works projects.
2. Ability to plan, coordinate, and organize information received from various departments, design professionals, and construction managers, relative to budget development of public works projects.
3. Ability to establish and maintain effective working relationships with District officials, department heads, and associates.
4. Ability to work under pressure and meet deadlines.
5. Ability to work independently.
6. Effective organizational skills.
7. Effective oral and written communication skills.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.