

# Coordinator II, Grants Fiscal Services

## Position Details

Job Code: U7401

Reference Code: A511

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide management support to financial programs by assisting in the supervision of the accounts in federal grant funding projects for the Clark County School District. This position is directly responsible to the Director II, Grants Fiscal Services, Business and Finance Unit.

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## Essential Duties and Responsibilities

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

1. Prepares and evaluates reports, schedules, and statistical data from System Application and Products in Data Processing (SAP) and Crystal reports as a planning and project management tool.
2. Supervises and coordinates activities to include processing and posting payroll for grant funded positions.
3. Maintains accounting records for all grants, including expenditures, request for funds, cash balances, reconciliations, compliance reports, monthly reporting deadlines on a consolidated spreadsheet.
4. Posts and corrects journal entries.

5. Reviews, approves, and evaluates work to ensure quality, timeliness, and adherence to policies and procedures.
  6. Coordinates activities with internal and external auditors and prepares financial information for annual reports and regulatory disclosures.
  7. Ensures that systems and procedures comply with policies, acceptable accounting practices, and applicable regulations and laws.
  8. Advises administration on financial issues related to assigned programs.
  9. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of generally accepted accounting principles (GAAP) and practices, standard budgeting and record keeping, and principles of public financial reporting.
  2. Knowledge of computers, software applications, and spreadsheet programming.
  3. Knowledge of the SAP Grants Management System and HCM to evaluate and test system upgrades.
  4. Ability to perform complex mathematical computations and statistical analyses.
  5. Ability to manage special projects/assignments, which require extensive grant management experience.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in accounting, business administration, finance or a related field; or,

An earned bachelor's degree from an accredited college or university with 4 years of grant accounting experience; or,

Currently serving as a professional-technical employee with the Clark County School District.

### **Licenses and Certifications**

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

### **Experience**

1. Satisfactory service in corresponding or related positions; or,
2. Five (5) years of successful supervisory experience related to the administrative position.

3. Minimum of four (4) years' experience as an accountant and/or budget assistant.
4. Successful performance in the position held at the time of application.

### **Preferred Qualifications**

1. SAP and HCM grants management experience.
2. Crystal report development experience.

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

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### **AA/EOE Statement**

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: 03/11/25
- Created: 11/12/08