

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

COORDINATOR III – SCHOOL BANKING

Reference Code: A023

Division: Operations Support Unit

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for training, assistance, and technical support to Clark County School District personnel concerning banking, cash management, financial systems and related accounting procedures. This position is directly responsible to the Deputy Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Visit school sites to assist District personnel to provide information and interpretation regarding banking and accounting practices, procedures, guidelines and policies.
2. Perform specialized, technical, and complex duties involved in the troubleshooting, analysis, and resolution of banking and other accounting problems.
3. Investigate banking, record-keeping and cash management errors, discrepancies and concerns and provide recommendations concerning banking and fiscal systems.
4. Coordinate, arrange, and conduct training sessions and workshops for District personnel concerning banking, cash management, financial systems and related accounting procedures.
5. Review banking statements, records, and reports to assure accuracy, completeness, and compliance with established guidelines, procedures, and generally accepted accounting principals.
6. Advise and assist District personnel concerning a variety of general accounting functions such as budgeting, purchasing, credit, receipts, donations, accounts payable, and accounts receivable.
7. Supervise the functions of bank reconciliations and ensure District accounting activities comply with established laws, rules, and regulations.
8. Compile information and prepare and maintain a variety of records and reports related to accounts, income, expenditures, cash flow, school-generated funds, collateral, receipts, disbursements, and assigned activities.
9. Establish and maintain contact with banks and other financial institutions to arrange and develop services to meet the needs of various District school sites and departments.
10. Assist with internal audits by responding to banking concerns or information needs; follow-up on internal audit findings regarding banking functions.
11. Communicate with administrators, personnel, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.
12. Supervise and evaluate the performance of assigned staff.
13. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of accounting, banking, and business functions of a school district.
2. Knowledge of generally accepted accounting and auditing principles, practices, and procedures.
3. Knowledge of financial and statistical record-keeping techniques.
4. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
5. Ability to communicate clearly both orally and in writing.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in accounting, business administration, finance or 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.
2. Three (3) years accounting experience including banking and cash management duties.

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.