

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III - CASH AND INVESTMENT MANAGER**

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Reference Code: A358

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 direct the cash management and investment functions of the Clark County School District in accordance with relevant statutes and accounting principles. This position is distinguished by the fiscal control of all revenues collected by the District and the investment of those funds. This position is responsible for ensuring that revenues are collected in accordance with all laws, policies, regulations, and procedures related thereto. 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. Maintain an investment portfolio in accordance with Nevada Revised Statute and District investment policy.
2. Review cash balances in relation to anticipated expenditures and prepare schedule of investment alternatives.
3. Review and evaluate investment bids and execute investment transactions.
4. Supervise the function of revenue collection.
5. Negotiate and recommend agreements on banking, depository, and investment arrangements on behalf of the District.
6. Monitor banking, depository, and broker-dealer relationships.
7. Monitor collateral custodial agreements, including valuation and adequacy of District collateral on bank deposits, certificates of deposit, repurchase agreements, and other investments, as appropriate.
8. Supervise a staff of accountants and clerical employees engaged in the receiving, depositing, reconciling, accounting, and investing of District funds.
9. Supervise the activities related to debt payment.
10. Maintain debt schedules and monitor payment and reconciliation of debt between District and paying agent records.
11. Monitor state and federal legislative matters related to the cash management and investment functions.
12. Arrange and conduct regular meetings with the District's Investment Committee.
13. Prepare periodic investment reports for distribution to the Board of School Trustees, the Superintendent of Schools, and the District's Investment Committee.
14. Prepare portions of the District's Comprehensive Annual Financial Report (CAFR) relating to the cash management and investment functions in accordance with generally accepted accounting principles.
15. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Ability to communicate and negotiate effectively within the banking and securities industries.
2. Extensive knowledge of accounting system design.
3. Knowledge of governmental accounting and fiscal management functions and their interrelationships.
4. Ability to meet local, state, and federal reporting requirements and regulations.
5. Ability to manage revenue collections, debt service, investment, cash flow, or other complex fiscal tasks.
6. Ability to research, analyze, and interpret comprehensive financial data and write concise, complete reports.
7. Ability to troubleshoot complex problems and clarify or correct established procedures.
8. Ability to supervise both senior accountant and clerical staff.
9. Ability to respond to management information and fiscal reporting needs.
10. Ability to work with others across division and District lines.
11. Ability to motivate and persuade key staff in other departments to adhere to established guidelines and principles.
12. 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, finance, economics, 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.
2. One (1) year of successful experience involving institutional fixed income investments.
3. One (1) year of cash management experience in a large organization.

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.