

# Business Services Specialist

## Position Details

Class Code: 0330

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 56 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, serves as the primary Clark County School District (CCSD) contact for school banking help desk support, site visits for training and assistance, internal audit follow-ups, School Checking Account (SCA) credit card reconciliations, school bank account reconciliations, and onsite coverage during vacancies. This position is responsible for all training and monitoring of financial duties assigned to office managers/bankers.

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## Essential Duties and Responsibilities

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

1. Provides direct services to regions, school staff, and office managers using business systems, such as maintenance, finance, banking, purchasing, human resources, payroll software and programs.
2. Provides Help Desk assistance for technical issues using computer software and hardware, and inquiries using specific banking applications appropriate for each banking function; assists rerouting inquiries and problems to appropriate department personnel.
3. Completes monthly school bank reconciliations; prepares and analyzes reports within established deadlines for site administrative review.

4. Trains new office managers/bankers to ensure compliance with School Banking procedures through one-on-one training at the school site, group sessions, or via Google Meet.
  5. Reviews audit findings with office managers/bankers and the site administrator at the school site or via Google Meet.
  6. Assists schools during banking staff shortages by visiting school sites to ensure banking responsibilities and customer service are maintained until a new staff member is hired.
  7. Investigates and provides deposit correction findings.
  8. Organizes via Google Meet sessions to provide assistance and guidance for all banking software.
  9. Monitors and approves daily reports of credit card charges from parents/guardians, students, vendors, and other customers, ensuring schools receive the correct reimbursements from credit card purchases.
  10. Reviews and monitors general ledger accounts to ensure proper adherence to policies and procedures at the school level.
  11. Reviews all school budgets to ensure that banking staff remit funds appropriately for SCA Visa card purchases.
  12. Installs current banking software at all school sites.
  13. Performs security oversight of CCSD Banking Software, resets and creates user passwords, modifies and disables user accounts, and assists with application-specific issues.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Provides region-level research, analysis, procedural assistance, problem resolution, and appropriate application of business principles. Reports to the Coordinator IV, School Accounting.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Comprehensive knowledge of the CCSD internal organization, administrative business systems, the Internet, and personal computer systems.
2. Knowledge of school banking procedures.

3. Knowledge of CCSD business procedures, management principles, standard budgeting/recordkeeping systems, and all applicable laws/codes.
  4. Knowledge of CCSD policies, regulations, practices, and procedures.
  5. Ability to communicate courteously and deliver quality customer service.
  6. Ability to articulate clear and effective written/verbal communications.
  7. Ability to learn and assist others in operating/applying new technologies and business systems.
  8. Ability to perform complex mathematical and statistical analyses.
  9. Ability to work cooperatively with CCSD personnel, outside agencies, vendors, and the public.
  10. Ability to research, analyze, and track problems to their final solution.
  11. Ability to ensure and maintain integrity/confidentiality of information.
  12. Ability to judge when to act independently and when to refer situations to a supervisor.
  13. Ability to motivate and instruct adults.
  14. Ability to collect/summarize data and prepare clear, concise reports, as needed.
  15. Ability to learn, develop, and apply procedures.
  16. Ability to plan, prioritize, coordinate, and organize work.
  17. Ability to work under pressure, meet predetermined deadlines, and shift to new tasks when priorities change.
  18. Ability to meet work objectives with minimal supervision.
  19. Ability to work flexible hours or shifts.
  20. Ability to recognize and report hazards and apply safe work methods.
  21. 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. One (1) years' experience in CCSD working in a high-level clerical/secretarial position.
3. One (1) years' experience in school banking.
4. Experience in conducting seminars, workshops, or trainings.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

Experience in the CCSD working as a School Office Manager, Administrative School Secretary, School Banker, or in a position assigned to fulfill backup banking responsibilities.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD area offices.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and 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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, network devices, telephones, fax machines, calculators, 10-key, copy machines, filing cabinets/equipment, personal digital assistant (PDA), and liquid-crystal display (LCD) projectors.

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## **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: 02/11/25
- Created: 05/19/05