

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

COORDINATOR II – ACCOUNTING

Reference Code: A725

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to coordinate and manage accounting functions of the Clark County School District. 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. Implement and monitor accounting practices and procedures in accordance with generally accepted accounting principles and federal regulations to ensure consistency and accuracy of data.
2. Advise administration on financial issues, such as effective use of resources and assumptions underlying budget forecasts.
3. Review and interpret Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) bulletins; District, state, and federal regulations, policies, and procedures; make recommendations to District administrators and staff regarding the application and impact of new compliance standards.
4. Review and analyze present and past operations, cost trends, estimated and realized revenues, and obligations incurred to project future revenues and expenses.
5. Prepare and review the Comprehensive Annual Financial Report (CAFR); act as liaison with external auditors and coordinate annual audit of CAFR and internal controls. Anticipate and respond to the resulting audit requests.
6. Confer with federal, state, and local governmental entities (i.e., Internal Revenue Service, Bureau of Labor Statistics, State Board of Education, Department of Taxation, Clark County) to intercede and resolve related financial issues.
7. Facilitate the development and coordination of inter-departmental systems activities, which affect accounting reports, policies, procedures, and compliance.
8. Analyze general ledger records of the District, initiate appropriate adjustments, and ensure the timely reconciliation of District receipts and disbursements with the District bank accounts (i.e., high volume payroll; accounts payable; wire, investment, and bond transactions).
9. Facilitate year-end closing procedures and coordinate closing activities with all departments.
10. Coordinate the reconciliation of the general ledger and the budget with the Budget Department.
11. Establish, modify documents, and coordinate implementation and maintenance of internal accounting controls.
12. Maintain the chart of accounts including additions, deletions, and revisions.
13. Develop manual and computer-based spreadsheets and databases for records and reports.
14. Review, analyze, and approve monthly postings, journal entries, and reasonableness and accuracy of account balances.
15. Ensure the timely processing of contract and payment obligations on all District funds.
16. Forecast cash flow for investment purposes; recommend investment strategies to maximize return; compile financial information for administrative use.
17. Interact with auditors and other agencies to maintain required compliance with federal grant regulations and policies.
18. Coordinate user access to financial systems with Central Information Systems Services Department to ensure maximum system security.
19. Compile and prepare job cost projections and variance analyses.
20. Execute District purchasing card system.
21. Supervise, train, and evaluate assigned staff.
22. Create procedures manuals and forms required to guide activities of Accounting Department staff.
23. Cross-train with other senior accountant positions and train other District personnel
24. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of management principles; generally accepted accounting principles; standard budgeting and record keeping systems; principles of public financial reporting; and applicable laws and codes.
2. Knowledge of computer programming logic and file structure.
3. Knowledge of personal computers, software applications, and electronic spreadsheet programming.
4. Knowledge of laws related to Internal Revenue filings.
5. Knowledge of GASB, FASB, and Accounting Research Bulletins (ARB).
6. Ability to use previous work experience with the application of professional concepts and methodologies to plan and carry out assignments and resolve most conflicts that arise.
7. Ability to concentrate on accuracy of details while keeping total perspective in focus.
8. Ability to write and speak with clarity and effectiveness.
9. Ability to maintain confidentiality of information.
10. Ability to perform complex mathematical computations and statistical analyses.
11. Ability to plan and organize work.
12. Ability to develop and apply work procedures.
13. Ability to meet predetermined deadlines.
14. Ability to work cooperatively with employees, other agencies, and the public.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree in accounting, business administration, or finance (must include a minimum of fifteen (15) credit hours of accounting) from an accredited college or university 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 have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Four (4) years of professional experience as an accountant.

Preferred Qualifications:

1. Certified Public Accountant (CPA) license or Certified Managerial Accountant (CMA) license.
2. Supervisory experience.
3. Governmental accounting experience.

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

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.