

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ACCOUNTANT

Class Code: 2040

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, sets up and maintains accounting ledgers, journals, and records and prepares financial statements and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Sets up and maintains journals, ledgers, and other records.
2. Prepares journal vouchers and makes adjusting and closing entries.
3. Establishes accounts receivable from various sources of information.
4. Maintains accounting control records for receipts, disbursements, and balances.
5. Supervises and reviews the coding of requisitions for account distribution according to fund, unit, program, function, object, and legality.
6. Prepares fiscal, statistical, and federal reports.
7. Compiles, organizes, and maintains current cost accounting and statistical data.
8. Reconciles general ledger with subsidiary ledgers.
9. Assists supervisors and administrators in interpretation of unit budget reports.
10. Determines compliance with laws, regulations, and procedures.
11. Reviews account payable and payroll records.
12. Conforms to safety standards as prescribed.
13. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves professional and technical accounting duties.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of professional accounting procedures and practices.
2. Knowledge of governmental accounting.
3. Knowledge of laws relating to accounting.
4. Knowledge of microcomputers and associated programming.
5. Ability to perform complex mathematical and statistical analyses.
6. Ability to take independent action when required.
7. Ability to be very accurate with details.
8. Ability to plan and organize work.
9. Ability to learn, develop, and apply procedures.
10. Ability to work under pressure and meet deadlines.
11. Ability to work well with other departments and government agencies.
12. Ability to recognize and report hazards and apply safe work methods.

05/01/88

Revised: (04/22/98; 07/02/01; 07/15/05; 06/11/07; 06/22/07; 10/21/08)

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., college, technical, or trade school transcript, foreign equivalency, etc.).
2. Bachelor of Science degree in accounting; **plus**,
3. Two (2) years professional accounting experience, **or**
4. A total of six (6) years experience will fulfill the college and professional experience requirements.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcripts, foreign equivalency, etc.).
2. College degree in accounting, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District business offices (i.e., Business & Finance Division, Food Service Department, KLVX Communications Group, Federal Programs, etc.).

WORK ENVIRONMENT:

Strength: Sedentary/Light - Exert force to 25 lbs. occasionally, or negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials and a VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting, and exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, etc.

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.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.