

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ACCOUNTS SUPERVISOR (SUPPORT STAFF PAY DATA SECTION)

Class Code: 2031

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 54 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under general supervision, responsible for supervising personnel assistants in the computerized and manual processing of personnel requisitions and pay documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Schedules and supervises work assignments for assigned staff.
2. Responsible for training personnel assistant assigned to the support staff pay data section.
3. Supervises the processing of employment verifications.
4. Coordinates, supervises, assigns, and oversees the computer processing of personnel pay data records.
5. Monitors personnel requisitions and pay source documents for accuracy and completeness.
6. Researches, identifies, and resolves discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.
7. Researches employee assignment information and prepares requests for special checks.
8. Calculates and prepares cost estimates for school/department administrators for the proposal of new or additional staff.
9. Responsible for researching, processing and maintenance of employee work history information.
10. Responsible for the processing of salary increments.
11. Provides input for the evaluation of assigned staff.
12. Prepares reports as required/requested.
13. Communicates with other departments/schools regarding personnel/pay/payroll policies and procedures.
14. Conforms to safety standards as prescribed.
15. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the supervision of assigned staff and the coordination of the work of the support staff pay data section.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of Clark County School District policies and regulations as related to Knowledge of personnel practices, procedures, and techniques.
2. Knowledge of data processing activities related to personnel/payroll.
3. Knowledge of payroll accounting practices and procedures.
4. Ability to supervise and evaluate employees.
5. Ability to perform mathematical computations and statistical analyses.
6. Ability to concentrate on the accuracy of details.
7. Ability to research and analyze statistical data.
8. Ability to communicate clearly orally and in writing.
9. Ability to learn basic computer software applications and mainframe computer data entry procedures.
10. Ability to develop and apply procedures.
11. Ability to meet predetermined deadlines.

09/14/93

Revised: (07/15/05; 06/11/07; 10/22/08)

12. Ability to plan, organize, and prioritize work assignments.
13. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
14. Ability to work cooperatively with employees and the public.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Five (5) years personnel experience involving records management and/or accounting management; **or**
3. Up to three (3) years of college may be substituted for work experience on a year-for-year basis (minimum of 12 credits per year with 50% of the credits in accounting or related areas, (i.e., Business Management, Financial Management, or Office Administration with accounting emphasis).

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Supervisory experience.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. 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 transcript, foreign equivalency, etc.);
2. College transcript (s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Human Resources Division.

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, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials and a VDT screens or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities 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:

Personal computers, various printers, typewriters, copy machines, calculators and/or adding machines, fax machines, telephones, etc.

09/14/93

Revised: (07/15/05; 06/11/07; 10/22/08)

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.