

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ASSISTANT ACCOUNTANT

Class Code: 2050

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, performs activities to organize, prepare, and maintain accounting systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Performs financial duties such as posting, verifying, checking and calculating data.
2. Prepares disbursement vouchers and documents for payment of legal claims.
3. Audits or reviews invoices, requisitions, purchase orders, bank deposit slips, or contracts.
4. Contacts and communicates with appropriate district personnel and outside agencies to correct discrepancies.
5. Prepares accounting statements and reports.
6. Assists in classifying revenue and/or expenditures for accounts.
7. Assists in verifying and auditing payrolls and maintaining payroll journals, subsidiary ledgers, records and files.
8. Prepares and maintains computer database for accounting record keeping purposes.
9. Verifies computer printouts reflecting status of accounts; initiates corrective action.
10. Prepares and mails bills and statements and prepares lists of outstanding payable accounts.
11. May review trial balances in various accounting units.
12. Plans, organizes, and sets priorities on tasks and works independently with minimal supervision.
13. Assists with the maintenance of accounting systems to meet district management requirements.
14. Suggests methods to improve work flow in accounting systems.
15. Performs source document validation to ensure accuracy and completeness.
16. Travels to schools/site locations to conduct in-service training on accounting systems.
17. Assists with the preparation of journal entries and supporting data.
18. Interprets, explains, and applies written and oral instructions, procedures, and regulations; trains district staff in the use of accounting systems.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves document control tasks required to prepare and maintain financial, statistical, and accounting systems.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Knowledge of Clark County School District operations in relation to division/department operations.
2. Knowledge of business machines, office equipment, and record keeping/accounting.
3. Ability to use a calculator and 10-key proficient.
4. Ability to create accounting reports, correspondence, and procedures.
5. Ability to perform research, mathematical computations and statistical analyses.
6. Ability to conduct in-service training.
7. Ability to promote public relations and deal tactfully and diplomatically with people.
8. Ability to meet short deadlines and shift suddenly to new tasks when priorities change.
9. Ability to keep information confidential and maintain an ethical attitude.

01/08/91

Revised: (07/02/01; 07/15/05; 06/12/07; 10/30/08)

10. Ability to proofread documents for content and accuracy.
11. Ability to concentrate and maintain accuracy of detailed information.
12. Ability to determine procedures for handling unique problems.
13. Ability to work flexible work hours and shifts.
14. Ability to exercise judgment when to act independently and when to refer situations to supervisor.
15. Ability to work cooperatively with district staff, vendors, and the public.
16. Ability to recognize 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. Associate's degree or higher in accounting, finance, business administration, or business management; **or**,
3. Associate's degree or higher in a related field.
4. Four (4) years of accounting experience with high school or equivalent.

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 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 Business & Finance Division - schools and other District facilities.

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, hearing and sitting. 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 screen for long periods of time.

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:

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.