

**CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION**

**BUDGET ASSISTANT**

---

Class Code: 4100

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 55 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

---

**POSITION SUMMARY:**

Under general supervision and using established procedures, processes benefits for all employee groups.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Review, counsel, train, and provide direction for divisions/departmental budget submissions and make recommendations for the annual budget.
2. Computes and allocates school appropriations.
3. Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.
4. Coordinates systems with state accounting codes and formats to assure accuracy and consistency.
5. Evaluates financial and budgeting techniques and processes and recommends modifications.
6. Assists in the preparation of various statistical/cost trends or projections.
7. Monitors accounts and coordinates work with other divisions/departments.
8. Reviews and develops recommendations for budget transfers of funds within school and department budgets.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves financial and analytical principles of fund accounting and budget control.

**POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)**

1. Knowledge of management principles; generally accepted accounting principles; standard budgeting and record keeping systems; principles of public financial reporting, applicable laws and codes.
2. Skillful in electronic spreadsheet programming and knowledge of personal computers and word processing applications.
3. Ability to concentrate on accuracy of details while keeping total perspective in focus.
4. Ability to perform mathematical computations and statistical analyses.
5. Ability to meet work objectives with minimum supervision.
6. Ability to use calculator, 10-key by touch, and various office machines.
7. Ability to collect and summarize data and prepare clear and concise reports.
8. Ability to maintain confidentiality of information.
9. Ability to prepare and maintain accurate records.
10. Ability to write and speak with clarity and effectiveness.
11. Ability to meet predetermined deadlines.
12. Ability to work cooperatively with employees, other agencies and the public.
13. Ability to recognize and report hazards and apply safe work methods.

## POSITION REQUIREMENTS:

### Education, Training, and Experience:

1. High school graduation or other equivalent (e.g., GED, college, technical, trade school transcript, foreign equivalency, etc). **and**,
2. Four (4) years professional level work experience in accounting/budget preparation, **and/or** budget monitoring; **or**,
3. Associate's degree in Business Administration with emphasis in accounting or finance; **plus**,
4. Two (2) years professional level work experience in accounting/budget preparation, **and/or** budget monitoring.

### 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. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

### 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. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

### EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Business and Finance 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.

Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

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, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, 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.