



# Coordinator IV – School Accounting Manager

## Position Details

Job Code: U7403

Reference Code: A023

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions as the administrator directly responsible for managing the School Accounting department and oversees the development and implementation of procedures and guidelines for Medicaid Administrative Claiming (MAC), management of student- and school-generated funds, complex accounting, and reconciliation processes involving the accuracy and integrity of payroll reports generated using the Human Capital Management (HCM) system, and accounting procedures for summer school and facility rentals. Responsibilities include training, assisting, and providing technical support to Clark County School District (CCSD) personnel concerning MAC, banking, cash management, financial systems, and related accounting procedures. This position is directly responsible to the Director III, Accounting, Business and Finance Unit.

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## Essential Duties and Responsibilities

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

1. Develops, recommends, interprets, and evaluates policies, procedures, and regulations pertaining to CCSD's MAC, student- and school-generated funds, and accounting procedures for summer school, and facility rentals.

2. Coordinates with the Accounting, Budget, Central Information Services (CIS), and other applicable departments to implement any necessary enhancements, new programs, reports, or processes related to CCSD's school banking and financial applications.
3. Establishes and maintains internal controls pertaining to CCSD's MAC, student- and school-generated funds, and accounting procedures for summer school and facility rentals.
4. Performs research and communication with the State of Nevada to ensure compliance with state requirements for MAC.
5. Communicates with external auditors, CCSD personnel, vendors, and outside agencies to address requests for information, audit findings, and compliance issues or concerns related to MAC.
6. Performs specialized, technical, and complex duties involved in the investigating, troubleshooting, analysis, and resolution of issues or concerns pertaining to MAC, student- and school-generated funds, and accounting procedures for summer school and facility rentals.
7. Coordinates with the Payroll, Budget, and other internal departments to develop, implement, and maintain accounting procedures for the HCM system and payroll distribution and reconciliation.
8. Performs specialized, technical, and complex duties involved in the investigating, troubleshooting, analysis, and resolution of issues or concerns pertaining to the HCM system and payroll distribution and reconciliation.
9. Oversees development and testing of HCM queries used to meet all payroll distribution and reconciliation reporting needs.
10. Prepares and maintains a variety of records and reports related to accounts, income, expenditures, cash flow, school-generated funds, collateral, receipts, disbursements, and assigned activities.
11. Reviews a variety of records and reports to ensure accuracy, completeness, and compliance with established guidelines, procedures, and generally accepted accounting principles (GAAP).
12. Advises and assists CCSD personnel concerning a variety of general accounting functions such as budgeting, purchasing, credit, receipts, donations, accounts payable, and accounts receivable.
13. Develops, coordinates, and conducts training sessions, workshops, and site visits for CCSD personnel concerning banking, cash management, financial systems, and related accounting procedures.
14. Communicates with administrators, CCSD personnel, vendors, and outside agencies to exchange information, coordinate activities, and resolve issues or concerns.

15. Oversees and coordinates interdepartmental activities.
  16. Communicates with Bank of America to audit, update, and maintain school bank accounts, signature cards, and user access.
  17. Coordinates with internal and external auditors by responding to banking concerns or information needs; follow-up on internal audit findings regarding banking functions.
  18. Establishes and maintains contact with external vendors to arrange and develop services to meet the needs of CCSD school sites and departments pertaining to school accounting software and banking services.
  19. Directs activities related to Nevada Revised Statutes (NRS) compliance including financial reports for the State of Nevada.
  20. Oversees multiple CCSD projects related to school banking and facility rental software testing, implementation, and utilization.
  21. Supervises and evaluates the performance of assigned staff.
  22. Trains staff members with available resources, including maintenance of a current technical reference library.
  23. Completes school bank account reconciliations for all school sites; monitors and reviews reconciliations for process efficiencies and compliance.
  24. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of accounting, banking, payroll, and business functions of a school district.
  2. Knowledge of GAAP, practices, and procedures.
  3. Knowledge of financial and statistical record-keeping techniques.
  4. Knowledge of Microsoft Excel; ability to create pivot tables, formulas, functions, parse text data, manage large data files and create charts/graphs.
  5. Knowledge of Microsoft Word, PowerPoint, System applications and proficient in the latest technology related to office products, methods, and equipment including computers.
  6. Ability to understand the State Legislative impacts to CCSD.
  7. Ability to interpret, apply, and explain rules, regulations, policies, and procedures.
  8. Ability to communicate clearly both verbally and in writing.
  9. Ability to establish and maintain effective working relationship with the state, CCSD personnel, banking representatives, and outside vendors.
  10. Ability to research and analyze statistical data.
  11. Ability to work independently, under pressure, and meet deadlines.
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# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university in accounting, business administration, finance or related field; or,  
Currently serving as a professional-technical employee with the Clark County School District.

## Licenses and Certifications

A valid driver's license or state-issued identification card.

## 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 accounting experience including banking and cash management duties.
3. Two (2) years supervisory experience related to the position.

## Preferred Qualifications

1. A masters of business administration degree from an accredited college or university and/or certified public accountant certificate.
2. Knowledge of computer accounting systems.
3. Experience in Medicaid administrative claiming.

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

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## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 12/04/23
- Created: 12/09/08