

Coordinator IV, Accounting Business Manager

Position Details

Job Code: U7403

Reference Code: A772

Division/Unit: Business and Finance

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for developing, planning, implementing, and overseeing financial procedures and policies for the Clark County School District's accounts payable functions and centralized Amazon Business Accounts; provides technical expertise for the District's purchasing card program and asset systems. This position is directly responsible to the Director III, Accounting Department, Business and Finance Unit.

Essential Duties and Responsibilities

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

1. Provides technical expertise for the District's purchasing card program and fixed asset inventory system.
2. Plans, organizes and oversees the activities of the Accounts Payable Department and the Amazon Business Accounts.
3. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards pertaining to the District's purchasing card program, fixed asset inventory system, accounts payable, and the Amazon Business Accounts.

4. Coordinates with the Budget, Central Information Services (CIS), and other applicable departments to implement any necessary enhancements, new programs, or processes related to the District's purchasing card program, fixed asset inventory system, accounts payable, and the Amazon Business Accounts.
 5. Supervises and reviews the month-end and year-end close processes related to the District's purchasing card program, fixed asset inventory system, Accounts Payable, and the Amazon Business Accounts.
 6. Prepares and reviews fixed asset related Notes and Schedules for the Annual Comprehensive Financial Report (ACFR). Anticipates and responds to the resulting audit requests.
 7. Serves as the primary liaison for the District's Purchasing Card Program provider, Amazon Business Account, and Accounts Payable Department.
 8. Oversees and coordinates inter-departmental activities.
 9. Ensures compliance with all policies and internal controls as they relate to the Accounting Department and public financial reporting.
 10. Establishes and maintains internal controls related to the District's purchasing card program, fixed asset inventory system, accounts payable, and the Amazon Business Accounts.
 11. Communicates with administrators, District personnel, federal, state, local government entities, and contractors to coordinate activities, resolve issues, and exchange information regarding the District's purchasing card program, fixed asset inventory system, accounts payable, and the Amazon Business Accounts to intercede and resolve related issues.
 12. Serves as the back up to the School Banking Coordinator, when needed.
 13. Supervises and evaluates the performance of assigned staff.
 14. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of District accounting and financial management practices.
2. Knowledge of and proficient in the latest technology related to office products, methods, and equipment including computers.
3. Proficient organizational skills.
4. Knowledge of laws related to Internal Revenue Service (IRS) filings.
5. Ability to establish and maintain effective working relationship with the state, District Personnel, and other agencies.
6. Ability to work independently, under pressure, and meet deadlines.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in accounting or finance or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

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 of professional experience as an accountant.
3. Two (2) years supervisory experience related to the position.

Preferred Qualifications

Knowledge of computer accounting systems.

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

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: 05/02/22
- Created: 02/05/20