

# School Banker

## Position Details

Class Code: 0307

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, performs general accounting support tasks; manages funds collected from various programs.

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## Essential Duties and Responsibilities

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

1. Performs basic financial duties (i.e., receiving, collecting, verifying, posting, distributing, etc.) to manage school banking funds for school programs, athletic events, and student activities.
2. Reviews and verifies accuracy of cash disbursement documentation; ensures integrity of expenditure records and fiscal activities.
3. Maintains, updates, and reconciles logs, reports, ledgers, files, databases, and spreadsheets.
4. Performs audit/reconciliation tasks for invoices, requisitions, and bank deposit slips; ensures accuracy of school checking account records.
5. Prepares statistical data, calculations, and financial reports, as directed.
6. Examines and verifies comprehensive checking account record entries, executes stop-payment of checks, and initiates retrieval of funds paid in error.
7. Prepares, records, and obtains signatures on School Generated Funds monthly meeting minutes; distributes copies appropriately.

8. Assists the Clark County School District's Internal Audit Department with in compiling all pertinent information during audits.
  9. Conforms to safety standards, as prescribed.
  10. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Responsible for ensuring all work is performed according to generally accepted standard accounting principles, established procedures, departmental guidelines, and applicable regulatory requirements.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of District/department policies, practices, and procedures.
  2. Knowledge of business English and spelling.
  3. Knowledge of basic accounting/budgeting management and analysis principles/practices.
  4. Skill in using a calculator.
  5. Ability to understand and follow written/verbal instructions.
  6. Ability to communicate clearly, verbally and in writing.
  7. Ability to perform routine mathematical calculations/tabulations accurately and efficiently.
  8. Ability to perform routine typing and computer operations (i.e., data entry, word processing, records retrieval, etc.)
  9. Ability to access, operate, and maintain software applications; ability to read, update, and maintain records/files.
  10. Ability to operate basic office equipment (i.e., computers, printers, copiers, telephones, facsimile machines, etc.)
  11. Ability to establish and maintain effective working relationships with school personnel, supervisors, students, and the public.
  12. Ability to work independently to carry out assignments to completion.
  13. Ability to perform duties with a professional, cooperative work ethic; ability to maintain confidentiality.
  14. Ability to work flexible hours necessary for efficient school operations.
  15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## Position Requirements

### Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience performing general office support functions, including knowledge of standard office equipment and procedures.

### Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. School Banking Certificate. If certificate is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within six (6) months of hire into position. Registration is required through Enterprise Learning Management System (ELMS) or by calling (702) 799-5827.

### Preferred Qualifications

None Specified

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license or state-issued identification card.
  3. School Banking Certificate, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District facilities, schools, departments, and auxiliary sites.

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## Work Environment

### Strength

Sedentary/light – exert force of 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to

communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, copiers, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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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, 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: 08/16/23
- Created: 07/01/05