

Junior Accountant

Position Details

Class Code: 2045

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, analyzes, prepares, and maintains accounting ledgers, journals, and records; prepares financial statements/reports.

Essential Duties and Responsibilities

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

1. Prepares/maintains journals, ledgers, and other records.
2. Prepares journal vouchers; makes adjusting/closing entries.
3. Establishes accounts receivable using various information sources.
4. Maintains accounting control records for revenue, disbursements, and balances.
5. Supervises/reviews requisition coding for account distribution according to fund, unit, program, function, object, and legality.
6. Prepares fiscal, statistical, and federal reports.
7. Compiles, organizes, and maintains current cost accounting/statistical data.
8. Reconciles general ledger with subsidiary ledgers.
9. Assists administrators/supervisors in interpreting unit budget reports.
10. Assists in developing, recommending, and interpreting Clark County School District accounting policies, regulations, and procedures.
11. Determines compliance with laws, regulations, and procedures.
12. Reviews accounts payable and payroll records.

13. Computes and analyzes proper inventory costs for fixed asset system maintenance.
 14. Generates inventory reports, reconciles against general ledger, and submits data for financial statements.
 15. Calculates and provides support for the District's Capital Replacement Program.
 16. Codes and inputs source documents; prepares elimination and adjusting journal entries; prepares/maintains support schedules; analyzes account balances, as necessary.
 17. Reviews, recommends, requests, and tests changes to fixed asset systems and related records.
 18. Investigates, reviews, and assists in implementing fixed asset monitoring systems.
 19. Travels to District locations to conduct in-service trainings on accounting systems.
 20. Conforms to safety standards, as prescribed.
 21. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Performs financial, analytical, and technical accounting duties involving governmental accounting principles.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Generally Accepted Accounting Principles (GAAP).
2. Knowledge of governmental accounting.
3. Knowledge of District accounting policies, practices, and principles.
4. Ability to learn to use computers and accounting software/data entry procedures.
5. Ability to perform research, mathematical calculations, and statistical analyses.
6. Ability to conduct in-service trainings.
7. Ability to concentrate on the accuracy of detailed information.
8. Ability to communicate clearly, verbally and in writing.
9. Ability to plan, organize, and prioritize work.
10. Ability to use a calculator and 10-key proficiently.
11. Ability to learn, develop, and apply procedures.
12. Ability to keep information confidential and maintain an ethical attitude.
13. Ability to meet predetermined deadlines.

14. Ability to work flexible hours/shifts.
 15. Ability to judge when to act independently and when to refer situations to a supervisor.
 16. Ability to work cooperatively with District staff, government agencies, and the public.
 17. Ability to recognize/report hazards and apply safe work methods.
 18. 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 Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years' accounting experience; or, Associate's degree from an accredited college/university in accounting, finance, or business administration, and two (2) years' professional accounting experience; or, Bachelor's degree from an accredited college/university in accounting; or, Bachelor's degree from an accredited college/university in finance or business administration (with at least nine (9) credits in accounting), and one (1) year of professional accounting experience.

Licenses and Certifications

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

Preferred Qualifications

None specified.

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. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District sites and facilities. Extensive travel to/from District locations and other agencies.

Work Environment

Strength

Sedentary/light - exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (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

Computers, printers, copiers, calculators, fax machines, telephones, etc.

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: 07/27/23
- Created: 07/02/01