

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: ACCOUNTANT**

**Class Code: 2040**

**Grade: 56**

**CLASS DEFINITION AND SUMMARY:**

Under general direction, sets up and maintains accounting ledgers, journals, and records and prepares financial statements and reports.

**ESSENTIAL TASKS OF THE POSITION:** (Illustrative, not inclusive)

Sets up and maintains journals, ledgers, and other records.

Prepares journal vouchers and makes adjusting and closing entries.

Establishes accounts receivable from various sources of information.

Maintains accounting control records for receipts, disbursements, and balances.

Supervises and reviews the coding of requisitions for account distribution according to fund, unit, program, function, object, and legality.

Prepares fiscal, statistical, and federal reports.

Compiles, organizes, and maintains current cost accounting and statistical data.

Reconciles general ledger with subsidiary ledgers.

Assists supervisors and administrators in interpretation of unit budget reports.

Determines compliance with laws, regulations, and procedures.

Reviews account payable and payroll records.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Involves professional and technical accounting duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of professional accounting procedures and practices.

Knowledge of governmental accounting.

Knowledge of laws relating to accounting.

Knowledge of microcomputers and associated programming.

Ability to perform complex mathematical and statistical analyses.

Ability to take independent action when required.

Ability to be very accurate with details.

Ability to plan and organize work.

Ability to learn, develop, and apply procedures.

Ability to work under pressure and meet deadlines.

Ability to work well with other departments and government agencies.

Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).

Bachelor of science degree in accounting; plus,

Two (2) years professional accounting experience; or,

A total of six (6) years experience will fulfill the college and professional experience requirements.

**LICENSES AND CERTIFICATES:**

None.

**QUALIFICATIONS:** (continued)

**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 degree in accounting, if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District business offices (i.e., Business & Finance Division, Food Service Department, KLVX Communications Group, Federal Programs, etc.).

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, etc.

**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, fingering, talking and hearing. Vision: Frequent near 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 and exposure to moderate noise intensity levels.

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. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

05/01/88

Revised: (01/24/91; 02/20/98; 08/09/02; 07/15/05)