

## CLARK COUNTY SCHOOL DISTRICT

**CLASS TITLE: ACCOUNTS SUPERVISOR**  
**(SUPPORT STAFF PAY DATA SECTION)**

**Class Code: 2031**  
**Grade: 54**

### **CLASS DEFINITION AND SUMMARY:**

Under general supervision, responsible for supervising personnel assistants in the computerized and manual processing of personnel requisitions and pay documents.

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

Schedules and supervises work assignments for assigned staff.

Responsible for training personnel assistant assigned to the support staff pay data section.

Supervises the processing of employment verifications.

Coordinates, supervises, assigns, and oversees the computer processing of personnel pay data records.

Monitors personnel requisitions and pay source documents for accuracy and completeness.

Researches, identifies, and resolves discrepancies or inconsistencies of adjusted hire dates, evaluation dates, policy changes, etc.

Researches employee assignment information and prepares requests for special checks.

Calculates and prepares cost estimates for school/department administrators for the proposal of new or additional staff.

Responsible for researching, processing and maintenance of employee work history information.

Responsible for the processing of salary increments.

Provides input for the evaluation of assigned staff.

Prepares reports as required/requested.

Communicates with other departments/schools regarding personnel/pay/payroll policies and procedures.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Involves the supervision of assigned staff and the coordination of the work of the support staff pay data section.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Clark County School District policies and regulations as related to support staff personnel pay issues.

Knowledge of personnel practices, procedures, and techniques.

Knowledge of data processing activities related to personnel/payroll.

Knowledge of payroll accounting practices and procedures.

Ability to supervise and evaluate employees.

Ability to perform mathematical computations and statistical analyses.

Ability to concentrate on the accuracy of details.

Ability to research and analyze statistical data.

Ability to communicate clearly orally and in writing.

Ability to learn basic computer software applications and mainframe computer data entry procedures.

Ability to develop and apply procedures.

Ability to meet predetermined deadlines.

Ability to plan, organize, and prioritize work assignments.

Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.

Ability to work cooperatively with employees and the public.

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.).

Five (5) years personnel experience involving records management and/or accounting management; or,

Up to three (3) years of college may be substituted for work experience on a year-for-year basis (minimum of 12 credits per year with 50% of the credits in accounting or related areas, i.e., Business Management, Financial Management, or Office Administration with accounting emphasis).

**QUALIFICATIONS:** (continued)

**LICENSES AND CERTIFICATES:**

None.

**PREFERRED QUALIFICATIONS:**

Supervisory experience.

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

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District Human Resources Division.

**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. 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 or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, VDT screens, and/or other monitoring devices.

**Environmental Conditions:** Climate controlled office setting, outside weather conditions traveling to and from district facilities and exposure to moderate noise intensity levels.

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

Personal computers, copy machines, fax machines, various printers, typewriters, calculators or adding machines, telephones, etc.

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).

09/14/93

Revised: 07/15/05