

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: ASSISTANT ACCOUNTANT

Class Code: 2050

Grade: 50

CLASS DEFINITION AND SUMMARY:

Under general direction, performs activities to organize, prepare, and maintain accounting systems.

ESSENTIAL TASKS OF THE POSITION: (Illustrative only)

Performs financial duties such as posting, verifying, checking and calculating data.

Prepares disbursement vouchers and documents for payment of legal claims.

Audits or reviews invoices, requisitions, purchase orders, bank deposit slips, or contracts.

Contacts and communicates with appropriate district personnel and outside agencies to correct discrepancies.

Prepares accounting statements and reports.

Assists in classifying revenue and/or expenditures for accounts.

Assists in verifying and auditing payrolls and maintaining payroll journals, subsidiary ledgers, records and files.

Prepares and maintains computer database for accounting record keeping purposes.

Verifies computer printouts reflecting status of accounts; initiates corrective action.

Prepares and mails bills and statements and prepares lists of outstanding payable accounts.

May review trial balances in various accounting units.

Plans, organizes, and sets priorities on tasks and works independently with minimal supervision.

Assists with the maintenance of accounting systems to meet district management requirements.

Suggests methods to improve work flow in accounting systems.

Performs source document validation to ensure accuracy and completeness.

Travels to schools/site locations to conduct in-service training on accounting systems.

Assists with the preparation of journal entries and supporting data.

Interprets, explains, and applies written and oral instructions, procedures, and regulations; trains district staff in the use of accounting systems.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves document control tasks required to prepare and maintain financial, statistical, and accounting systems.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Clark County School District operations in relation to division/department operations.

Knowledge of business machines, office equipment, and record keeping/accounting.

Ability to use a calculator and 10-key proficient.

Ability to create accounting reports, correspondence, and procedures.

Ability to perform research, mathematical computations and statistical analyses.

Ability to conduct in-service training.

Ability to promote public relations and deal tactfully and diplomatically with people.

Ability to meet short deadlines and shift suddenly to new tasks when priorities change.

Ability to keep information confidential and maintain an ethical attitude.

Ability to proofread documents for content and accuracy.

Ability to concentrate and maintain accuracy of detailed information.

Ability to determine procedures for handling unique problems.

Ability to work flexible work hours and shifts.

Ability to exercise judgment when to act independently and when to refer situations to supervisor.

Ability to work cooperatively with district staff, vendors, and the public.

Ability to recognize hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Associate's degree or higher in accounting, finance, business administration, or business management;

OR,

Associate's degree or higher in a related field; **OR,**

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.), and four (4) years of accounting experience.

LICENSES AND CERTIFICATES:

None.

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.), if applicable.
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 Business & Finance Division - schools and other district facilities.

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, hearing and sitting. 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 and a VDT screen for long periods of time.

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:

Various computers, printers, typewriters, copy machines, calculators, fax 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).

01/08/91

Revised: (07/02/01; 07/15/05)