

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: BUDGET ASSISTANT

**Class Code: 4100
Grade: 55**

CLASS DEFINITION AND SUMMARY:

Under general direction prepares, analyzes, and monitors financial and budget reports and/or accounts and assists in the preparation of the district's annual budget.

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

Review, counsel, train, and provide direction for divisions/departamental budget submissions and make recommendations for the annual budget.

Computes and allocates school appropriations.

Reviews/prepares account budgets and financial/statistical documents for accuracy and completion.

Coordinates systems with state accounting codes and formats to assure accuracy and consistency.

Evaluates financial and budgeting techniques and processes and recommends modifications.

Assists in the preparation of various statistical/cost trends or projections.

Monitors accounts and coordinates work with other divisions/departments.

Reviews and develops recommendations for budget transfers of funds within school and department budgets.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves financial and analytical principles of fund accounting and budget control.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of management principles; generally accepted accounting principles; standard budgeting and record keeping systems; principles of public financial reporting, applicable laws and codes.

Skillful in electronic spreadsheet programming and knowledge of personal computers and word processing applications.

Ability to concentrate on accuracy of details while keeping total perspective in focus.

Ability to perform mathematical computations and statistical analyses.

Ability to meet work objectives with minimum supervision.

Ability to use calculator, 10-key by touch, and various office machines.

Ability to collect and summarize data and prepare clear and concise reports.

Ability to maintain confidentiality of information.

Ability to prepare and maintain accurate records.

Ability to write and speak with clarity and effectiveness.

Ability to meet predetermined deadlines.

Ability to work cooperatively with employees, other agencies and the public.

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

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

Associate's degree in Business Administration with emphasis in accounting or finance plus two (2) years professional level work experience in accounting/budget preparation, **and/or** budget monitoring; or,

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.) and four (4) years professional level work experience in accounting/budget preparation, **and/or** budget monitoring.

QUALIFICATIONS: (continued)

LICENSES AND CERTIFICATES:

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.
Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.

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 transcript(s), if applicable,
3. Valid Class C Nevada Driver's License.
4. Copy of current driving history issued by the Department of Motor Vehicles
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREA:

Clark County School District Business & Finance 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 and a VDT screen.

Environmental Conditions: Climate controlled office setting 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).

10/13/90

Revised: (04/25/95; 04/24/01; 11/22/02; 07/15/05)