

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Accountant

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 12 Months

JOB GOAL: Under general supervision, performs specialized accounting and budget-related duties requiring substantial judgment and analytical ability to carry out the functions of the District's Business Office and Finance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Responsible for creating, processing and balancing all NCSD budgets.
2. Process daily and weekly deposits and manage positive pay for Worker's Compensation and Health Insurance accounts
3. Oversee checks, deposits, statements, and reconciliation processes for all district bank accounts.
4. Calculate monthly interest, month end processes, cash balance, and month end reports.
5. Process annual audit reports, receivables, deferred revenue, and end of year General Ledgers.
6. Manage all aspects of district credit cards, including account balances, limits, card updates, audits, transactions, and training.
7. Responsible for processing and distributing multiple quarterly, State, Federal, and other financial and/or fiscal reports.
8. Supervise and review the coding of general fund and grant requisitions for account distribution according to fund, unit, program, function, object, and legality.
9. Responsible for Tyler-Infinite Visions security settings, master position control, including position creation, updates, and tracking, and monitoring budget functions related to HR and Payroll processes.
10. Examine and evaluate financial and information systems, recommending controls to ensure system reliability and data integrity.
11. Performs other duties related to the position, as assigned.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Demonstration of responsible decision making and ability to organize complex records, confidential records, data processing/analysis, and performance of duties at a responsible level with minimum supervision.
2. Demonstrated ability to cooperate with management, staff, outside agencies, and the public.
3. Knowledge of professional accounting procedures and practices, governmental accounting, and laws relating to accounting.
4. Knowledge of and experience with various software types, such as information systems, enterprise resource planning (ERP), office suite, and electronic mail.
5. Knowledge of general office procedures, business machines, computers, word processing, and various software programs.
6. Ability to perform complex mathematical and statistical analysis.
7. Ability to plan and organize work activities and to work under pressure, meet deadlines, and to exercise flexibility with new tasks as priorities change.
8. Ability to concentrate on accuracy of details, maintain detailed records, and apply established procedures to work activities.
9. Possess excellent written and oral communication skills, organizational skills, interpersonal skills, and analytical ability.
10. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
11. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
12. Recognizes and reports hazards, and conforms to safety standards as prescribed.

13. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
14. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Minimum of a Bachelor's Degree in Accounting
2. Five (5) years practical experience in Accounting

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires 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.

Vision: May require frequent near acuity 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 low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

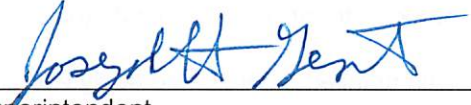
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

11/13/23
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____