



Las Vegas: Summerlin Campus
Primary Location
850 South Durango Drive, Suite 100
Las Vegas, NV 89145

Accounting and Operations Coordinator, Job Posting // p: 702-953-2600 // f: 702-953-2608 // www.earlycollegenv.com

Accounting and Operations Coordinator

Annual salary range is based on experience/qualifications/negotiations and is dependent upon student enrollment.

\$35–50K/year

NO STATE/LOCAL INCOME TAX

To obtain more information about this position, please visit www.earlycollegenv.com.

**THE POSITION IS OPEN WITH THE NEVADA STATE HIGH SCHOOL CENTRAL OFFICE
AND WILL BE PRIMARILY BASED OUT OF THE SUMMERLIN CAMPUS.**

CLOSING DATE: Open Until Filled

GENERAL PURPOSE OF THE POSITION

Under general direction, the Accounting and Operations Coordinator sets up and maintains accounting ledgers, journals, and records and prepares financial statements and reports. This role has primary functions that include requisition and reconciliation processing, accounts payable/billing, and human resources support. The role supports the Finance and Operations department within the Nevada State High School Network of Schools. This position will be located at the Summerlin campus, but it will require occasional travel to the other campuses. As such, the position will require a high degree of accuracy, timeliness, and production across multiple areas, including but not limited to human resources, facility operations, business management, bookkeeping, and internal controls of the company. It is essential that any person hired for this position believe in and adhere to the NSHS mission and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION – BUSINESS AND FISCAL

1. Creating online purchasing links for school sales
2. Monitoring purchase orders
3. Handling college course payments, including billing class discrepancies, processing college vouchers, and reconciling and processing college invoices and payments
4. Processing grant requests for funds
5. Processing and entering deposits
6. Processing and entering invoices
7. Setting up and maintaining journals, ledgers, and other records
8. Preparing journal vouchers, making adjustments, and closing entries
9. Establishing accounts receivable from various sources of information
10. Supporting accounting control records for receipts, disbursements, and balances
11. Processing requisitions for account distribution according to fund, unit, program, function, object, and legality
12. Preparing monthly fiscal reports
13. Compiling, organizing, and maintaining current cost accounting and statistical data
14. Assisting supervisors and administrators in interpretation of unit budget reports
15. Reconciling financial statements (including bank and credit card statements) and collecting backup documentation
16. Determining compliance with accounting and human resources laws, regulations, and procedures

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION – HUMAN RESOURCES

1. Onboarding new employees to Nevada State High School core processes and procedures
2. Maintaining human resources records, including but not limited to personnel folders, licensing, contracts, benefits information, and insurance coverage information
3. Supporting the recruitment, selection, induction, and retention of staff
4. Communicating information to employees regarding benefits programs
5. Ensuring organizational compliance with applicable human resources-related statutes and regulations, as well as internal school policies and procedures
6. Preparing human resources reports
7. Ensuring staff training and compliance with OSHA, health, safety, and other mandatory staff trainings
8. Reviewing, developing, and providing information on human resources policies

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION – OTHER

1. Assisting with and contributing to school seminars to support students successfully transitioning into college
2. Conforming to safety standards as prescribed, reporting hazards, and applying safe work methods

3. Preparing letters and reports on own initiative or as directed by using advanced software skills to prepare correspondence, complex reports, charts, tables, and forms; preparing, maintaining, and providing statistical information; writing/creating memos, correspondence, or reports, as directed
4. Providing for the overall support of the administration, which includes but is not limited to the ability to work under pressure, meet short deadlines, work extra/flexible hours, and work beyond the normal work schedule
5. Providing inventory accountability and being responsible for check-out and check-in of items at the school, such as textbooks, keys, equipment, etc.
6. Performing other tasks related to the position as assigned

MINIMUM REQUIREMENTS OF THE POSITION

1. Experience in accounting
2. Ability to plan, organize, set priorities, and work independently with minimal supervision
3. Knowledge of software applications, including word processors (Microsoft Word), databases (Microsoft Access), spreadsheets (Microsoft Excel), contacts (Microsoft Outlook), and presentations (Microsoft PowerPoint)
4. Knowledge of professional and governmental accounting procedures and practices
5. Ability to appear professionally and speak/articulate professionally during interpersonal conversations
6. Ability to keep information confidential and maintain an ethical attitude
7. Ability to interpret, explain, and apply written and oral instruction/procedures/regulations
8. Ability to use discretion, make sound judgments, and handle unique problems
9. Ability to concentrate on accuracy of tasks with attention to detail and speed
10. Ability to use judgment as to when to act independently and when to refer to supervisor
11. Ability to gain cooperation and conformance without authority
12. Ability to keep a clean, orderly office
13. Ability to work cooperatively with employees, students, parents, the public, and other agencies
14. Good interpersonal communication skills
15. Gold or Platinum ACT Workkeys NCRC
 - a. This is a preferred qualification. Interested applicants can register to test at <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers.html>.

SALARY

The salary range for this 12-month position is commensurate with training, qualifications, experience, and negotiations. Attractive benefits include performance pay, health insurance, vision/dental insurance, retirement plan, longevity, and accrual of paid time off.

PERQUISITES OF THE POSITION

1. Performance pay linked to progress and quality of projects
2. 1.5 personal days per month
3. Time off for nationally recognized holidays
4. Choice of 100% employer-paid contribution or shared contribution into state retirement system (PERS)

APPLICATION PROCESS

New and experienced persons meeting the minimum qualifications are invited to complete the process:

1. **Submit** an 1) NSHS application, 2) letter of interest, 3) resume, 4) updated contact information for two references (at least one professional), and 5) copy of college transcripts.
 - a. Address materials to:
Dr. John Hawk, Chief Operations Officer, Nevada State High School
233 North Stephanie Street // Henderson, NV 89074
 - b. **SUBMIT MATERIALS BY LOGGING A HELP TICKET** at <http://help.earlycollegenv.com>.
2. Submit information for a technical skills review. NOTE: After a committee from the school reviews the information above, it will select a group of potential candidates to continue along in the process by completing a technical skills review. The school will be notifying all candidates of their status via help ticket.
3. Interview with a selection committee at the school. NOTE: The committee will only be interviewing a select group of candidates based on the review of information above.

THE COMMITTEE PLANS ON STARTING INTERVIEWS ON OR AROUND MONDAY, AUGUST 20, 2018. THIS PROCESS WILL CONTINUE UNTIL THE POSITION IS FILLED. FOLLOW THE POSTING ON THE WEBSITE TO SEE IF THE POSITION IS STILL OPEN.

EQUAL OPPORTUNITY EMPLOYER

Nevada State High School is an equal opportunity employer and does not discriminate in admissions, access, treatment, or employment in its programs and activities on the basis of race, color, sex, age, national origin, religion, or disability.

START DATE

Nevada State High School employment may begin immediately. Initial review of applications, resumes, and skills tests will continue regularly until the position is filled. For details on applying, visit <http://earlycollegenv.com/category/employment/>.