



Job Description

Title: Accounting Assistant-Child Nutrition	FLSA Status: Non-Exempt	Months: 11
Supervisor: Director-Child Nutrition	Supervises: N/A	Range: 23
Department: Child Nutrition	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Director-Child Nutrition, perform a variety of clerical accounting duties in support of child nutrition operations and activities; compile and assure accuracy of meal count data and prepare related reports by category and site; monitor, audit and maintain food service accounts; prepare and maintain a variety of financial and statistical records, files and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical accounting duties in support of child nutrition operations and activities including accrual accounting for child nutrition department books and payroll; prepare correspondence concerning food service activities as requested; verify and process a variety of forms and applications; establish filing systems; receive and process mail; maintain employee attendance records and schedule substitutes as needed.
- Answer telephones; greet visitors, students and outside agency personnel; provide information and assistance regarding child nutrition polices, activities, programs and procedures; provide forms, applications and assistance in their completion as appropriate; contact vendors and District warehouse to order food and supplies.
- Conduct tours of central kitchen facility when requested and assist Director by scheduling special events and outside activities.
- Design, input menu information and distribute monthly school lunch menus; collect and maintain food specifications.
- Compile and assure accuracy of meal count data; consolidate breakfast and lunch meal counts according to established procedures; account for free, reduced and paid applicants and make appropriate adjustments to meal counts; calculate revenue and expense figures; prepare meal count reports and reimbursement claims by category and site; maintain related records.
- Verify, balance and adjust cafeteria cash reports sheets, and assigned accounts in support of the child nutrition operations and activities; monitor funds for income and expenditures; audit accounts for errors and make appropriate adjustments; assure financial activity complies with established local, State and federal regulations.
- Transfer funds as appropriate; receive monies and balance cash accounts; make bank deposits; reconcile and verify accuracy of bank statements concerning various funds.
- Compile information and prepare and maintain a variety of financial and statistical logs, records and reports related to food service accounts, income, expenditures, inventory and assigned duties; prepare profit and loss statements; submit reports to appropriate agency or personnel.
- Create, collect, process and send invoices; collect monies due to child nutrition services; provide payment reimbursement make deposits.
- Prepare and process requisitions and travel requests.
- Input budget, accounting, record-keeping and other financial information into assigned computer system and generate computerized reports; review data, records and reports for accuracy and completeness.
- Assemble, match, sort, tabulate, check and post a variety of financial and statistical data including income and expenditures; receive, maintain and process confidential files and duties.
- Train and provide guidance to student workers and/or temporary staff.
- Operate a variety of office equipment including a calculator, computer and assigned software; update and troubleshoot accounting software issues; type and input data.

- Interpret policies and regulations; communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Methods, procedures and terminology used in technical accounting and auditing work.
- Techniques, procedures and practices use in the collection and reconciliation of meal count data.
- Financial and statistical record-keeping techniques.
- Preparation of comprehensive accounting reports and reimbursement claims.
- Preparation, review and control of assigned accounts.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Arithmetic computations.

Skills/Ability to:

- Perform a variety of technical accounting duties in support of the child nutrition operations and activities.
- Compile and assure accuracy of meal count data and prepare related reports by category and site.
- Monitor, audit and maintain food service accounts.
- Maintain accurate financial and statistical records.
- Prepare and analyze comprehensive accounting reports and reimbursement claims.
- Assemble, organize and prepare data for records and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Monitor and assure accuracy of income and expenditures.
- Compare numbers and detect errors efficiently.
- Establish and maintain cooperative and effective working relationships with others.
- Type and input data accurately at an acceptable rate of speed.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned software.
- Make arithmetic computations with speed and accuracy.
- Meet schedules and timelines.
- Work independently with little direction.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school supplemented by college-level course in accounting, finance or related field and three years experience performing varied accounting, record-keeping and report preparation duties.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

Physical Demands:

- Dexterity of hands and fingers to operate standard office equipment.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Bending at the waist, kneeling or crouching to retrieve and file materials.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.