

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: CHILD NUTRITION SERVICES ACCOUNTING SPECIALIST

BASIC FUNCTION:

Under the direction of the Director, Child Nutrition, performs a variety of technical accounting duties in support of nutrition service operations and activities; prepares related reports by category and site; monitors, audits and maintains nutrition service accounts and assists in the preparation of the annual budget; prepares and maintains a variety of financial and statistical records, files and reports and processes financial information according to established procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in maintaining the production records from all school sites; monitors daily computerized reports and assures compliance with federal and State regulations and meal collection procedures.

Assures adequate food inventory levels are maintained; submits requisitions for food supplies based on established menu requirements; submits requisitions for office and kitchen supplies as needed; generates forecast sheets for satellite sites according to established menus.

Communicates with personnel, school sites and outside agencies to exchange information, coordinate activities and resolve issues or concerns; interprets policies and regulations.

Compiles information, prepares and maintains a variety of financial and statistical logs, records and reports related to nutrition service accounts, income, expenditures, inventory and assigned duties; generates a monthly profit and loss statement according to established procedures.

Inputs budget, accounting, record-keeping and other financial information into assigned computer system and generates computerized reports; reconciles and processes accounts payable, banking and payroll information; monitors daily expenditures as assigned; reviews data, records and reports for accuracy and completeness.

Monitors day-to-day expenditures and assures that allocations are accurate, related revenues are generated, expenses are within budget and fiscal principals are followed according to established guidelines.

Operates a variety of office equipment including a copier, phone, fax machine, calculator, computer and assigned software.

Oversees and maintains daily warehouse orders, sales reports and online payment system through the Point-of-Sale (P.O.S) software program; provides assistance to District school sites regarding P.O.S. program issues and questions; performs cash reconciliation; verifies and corrects daily sales figures, verifies bank deposits and deposits in P.O.S.

Performs a variety of technical accounting duties in support of nutrition service operations and activities; assures financial activity complies with established local, State and federal regulations; maintains assigned accounts, audits accounts for errors and makes appropriate adjustments; analyzes data and prepares recommendations and reports for administrative review and action.

Processes a variety of forms and applications related to assigned duties and programs; contacts parents as needed to assure services being met and to follow-up on missing information.

OTHER DUTIES:

Performs related duties as assigned.

Attends and participates in meetings, in-service trainings, workshops and conferences.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.

Arithmetic computations.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Methods, procedures and terminology used in technical accounting and auditing work.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Policies and objectives of assigned programs and activities.

Preparation of comprehensive accounting reports and reimbursement claims.

Preparation, review and control of assigned accounts.

Techniques, procedures and practices use in the collection and reconciliation of meal count data.

ABILITY TO:

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

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED supplemented by two years of college-level coursework in accounting, finance or a related field and four years clerical accounting experience performing varied accounting, record-keeping and report preparation duties.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching to retrieve and file materials.
Dexterity of hands and fingers to operate standard office equipment.
Hearing and speaking to exchange information.
Lifting, carrying, pushing and pulling light objects.
Reaching overhead, above the shoulders and horizontally to retrieve materials.
Seeing to read a variety of materials.
Sitting for extended periods of time.

FLSA Status

Non Exempt

Approval Date

4/22/13, 9/28/17