

# **DELANO UNION SCHOOL DISTRICT**

## **Accountant of Food Services**

### **Brief description of job:**

Under direction, performs a variety of accounting functions for the Food Services Department. Assists with the monitoring of fiscal transactions and is responsible for reconciling and balancing financial records.

### **Administrative Relationship:**

Works under the supervision of the Director of Food Service or as directed by the Assistant Superintendent – Business.

### **REQUIRED QUALIFICATIONS**

#### **Knowledge of:**

School district accounting and budgeting procedures; State and Federal regulations relating to food service programs; fund accounting; computer operations with an emphasis on spreadsheet applications; operate a 10-key calculator with proficiency.

#### **Ability to:**

Perform all accounting functions related to the Food Services Department; assign appropriate accounting codes to expenditures and receipts as they relate to department's budget; research discrepancies in billing and take action to ensure correction; communicate with vendors as necessary; process monthly accounts payable; handle invoices and prepare batches for processing by the County Superintendent of Schools Office; prepare monthly budget status reports for management; receipt and deposit reimbursement funds to county office for deposit in County Treasury; perform fiscal year-end closing requirements; prepare all State/Federal reports relating to the department's meal programs; maintain department's Stores inventory records; and maintain department's Revolving Fund Account.

#### **Experience:**

Four (4) years of bookkeeping/accounting experience with at least one (1) year of school district accounting training; experience in working with spreadsheets and database management programs is highly desirable.

#### **Education:**

Graduation from high school or equivalent. Formal postgraduate course work in accounting, bookkeeping, and general office procedures is required.

#### **License Requirements:**

Possession of a valid California Motor Vehicle Operator's License.

**ESSENTIAL FUNCTIONS:**

1. Assist with preparing annual Food Service Program budget.
2. Inspects cafeterias and serving areas for compliance of State Child Nutrition Program guidelines.
3. Monitors monthly inventory and is responsible for stored food and supplies.
4. Maintains proper procedures for ordering, receiving, and storing of food and supplies.
5. Performs fiscal year-end requirements.
6. Assists with maintaining absence and payroll records for department staff.
7. Prepares all State/Federal reports relating to the department's meal programs.
8. Attends in-service training meetings, as required.
9. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |                 |                  |                  |
|---------------|-----------------|------------------|------------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51 - 75 %      |
| 2. Occasional | = 25 - 50%      | 4. Very Frequent | = 76 % and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 1 f. Ability to lift at least 40 lbs.
- 1 g. Ability to carry at least 20 lbs.
- 2 h. Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature of level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.