



## JOB DESCRIPTION

<b>Job Title</b>	Food and Nutrition Bookkeeper
<b>Department</b>	Food & Nutrition
<b>Reports To</b>	Director of Food & Nutrition
<b>Classification</b>	Classified
<b>Location</b>	Board Office
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Food and Nutrition Bookkeeper is responsible for administering and maintaining accurate account records for the Food and Nutrition Department, including application of departmental accounting procedures, policies, and federal and state regulations in regard to bill paying, budget entry, banking, and monthly reporting to DPI. The expectation is to exhibit professional behavior, deliver excellent customer service, provide effective communication, be dependable and maintain confidentiality in all situations and to comply with the ECASD Handbook.

## Essential Job Functions

- Reports to DPI all free, reduced, and total student meals/snacks served for reimbursement.
- Reconciles monthly bank statements in regard to daily school deposits and credit card payments made by customers; troubleshoots any deposit discrepancies with schools.
- Processes Food and Nutrition accounts payable invoices for payment; reconciles vendor statements to ensure prompt payments.
- Prepares and maintains monthly and yearly reports to be distributed to administration, kitchen managers and others requesting information.
- Promptly and accurately processes free and reduced price meal applications and responds to customers with results.
- Submits annual financial reports to DPI.
- Invoices YMCA monthly for their usage in the daycares and elementary schools

## Ancillary Job Functions

- Maintains files of diet modification and allergy action plan reports by student and school.
- Acts as Confirming Official for verification of Free and Reduced Price Meal Applications and submits report to DPI.
- Works with Food and Nutrition Support Specialist to trouble-shoot meal program software.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Experience training in word processing/spreadsheet programs.
- Recent responsible bookkeeping experience, including data processing, spreadsheet applications, word processing programs, and financial software package.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree in Business, Accounting, Finance, or related field.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of Word, Excel, Outlook, Business Plus, and WebSMARTT
- Knowledge of accounting principles and procedures
- Knowledge of departmental policies and procedures
- Ability to carry out oral and written instructions
- Ability to develop and maintain work deadlines
- Ability to provide quality customer service
- Ability to work with little supervision
- Ability to carry out work with a high degree of accuracy and strong attention to detail
- Ability to maintain and complete accurate records
- Ability to exercise reliability, responsibility, dependability, and to fulfill obligations

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment and moderate noise levels.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May occasionally be required to lift up to 20 pounds.