

# SCHOOL DISTRICT OF NEWBERRY COUNTY

## JOB DESCRIPTION

**TITLE:** Child Nutrition Finance Specialist

**FLSA:** Non-exempt

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### GENERAL SUMMARY

Assists the Director of Child Nutrition in administering the financial affairs of the Child Nutrition Department to ensure prompt and efficient operation of accounts which includes accurate recordkeeping, documentation and payroll. Reports to the Director of Child Nutrition.

### ESSENTIAL FUNCTIONS

Conducts a wide variety of clerical and accounting administrative duties including, but not limited to, maintaining financial records, generating financial reports, preparing special documents, keying data, and matching receiving reports to invoices on a daily basis. Is accurate in maintaining and reconciling all financial records for the Office of Child Nutrition.

Accurately prepares and maintains all expenditure claims in accordance with Board of Education policies and government regulations.

Demonstrates the ability to review managers' reports for accuracy to include food and supplies.

Accurately prepares and maintains monthly reports for all schools which include meal cost per month, actual vs. potential, gain/loss and budget status.

Handles all banking transactions in an accurate and timely manner.

Is accurate in the compilation, and timely in reporting, all required documentation to the State Department of Education.

Checks timesheets and additional earnings sheets for accuracy, clarifying inconsistencies with managers and submits sheets to the Payroll Department in a timely manner.

Furnishes correct information to external auditors for end-of-the-year audit.

Performs clerical duties associated with office activities, such as typing, preparing copies, screening incoming calls and mail, etc. Establishes and maintains accurate and up-to-date files and records on an ongoing basis.

Demonstrates the ability to work under pressure of deadlines and frequent interruptions.

Performs other related duties as assigned or requested.

### JOB SPECIFICATIONS

#### **Education and Experience:**

Associate's degree in Accounting or Business with a minimum of two years experience in accounting or

bookkeeping; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Strong computer skills are required.

**Knowledge:**

Thorough knowledge of school district policies and procedures pertinent to the duties of the job. Thorough knowledge of general accounting practices and procedures. Knowledge of clerical activities and procedures. Comprehensive knowledge of the terminology used within the financial function. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software.

**Skills/Effort:**

Strong clerical and math skills. Ability to meet deadlines with accuracy. Strong written and verbal communications skills. Skills in organization and maintenance of records and files. Ability to keep abreast of current policies and procedures. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Skills in general office operations and the operation of general office equipment. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operations of the organization.

**Working Conditions:**

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to fifty pounds. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting tight deadlines. Duties of the job require frequent use of a computer monitor and related equipment

**Responsibility:**

No direct budgetary or supervisory responsibilities.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**SIGNATURES:**

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