

# CENTRAL SCHOOL DISTRICT

**Job Title:** Accounting Assistant

**Occupational Group:** Food Service

**Reports to:** Director of Child Nutrition

**Pay Range:** 27

**Date of Board Approval:** 6/16/2005

**Work Year:** 12 months

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## **DEFINITION**

Under the direction of the Director of Child Nutrition, perform a variety of specialized and complex clerical, accounting and fiscal record management activities involving both manual and computer assisted record management systems; ensure accuracy and timeliness of all reports; and perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education/Certification:**

- High school diploma or its equivalent, supplemented by some college level course work in financial record keeping and computer operation.
- Valid California Drivers License and safe driving record.
- Certified Professional Food Manager Certificate (to be obtained within twelve (12) months of employment)

### **Experience:**

- Three years of experience in general accounting/financial record keeping, or a combination of training or experience that would provide the desired knowledge and abilities.

### **Knowledge and Abilities:**

#### **Knowledge of:**

Methods, procedures and terminology used in accounting; modern office practices, procedures and equipment; operation of a computer terminal and data entry techniques; spreadsheet, word processing and data base software programs; laws, rules and regulations concerning accounting activities; preparation, review and control of assigned accounts; alpha and numeric filing systems; record keeping techniques; proper English usage, spelling, grammar and punctuation.

#### **Ability to:**

Effectively and efficiently perform complex clerical work; apply accounting principles to accurately maintain complex and specialized accounting records; prepare and maintain financial records and reports; make mathematical calculations with speed and accuracy; work independently with little direction; understand and follow oral and written directions; communicate effectively in oral and written form; type at a net corrected speed of 45 words per minute; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday; provide positive customer service.

**ESSENTIAL & REPRESENTATIVE DUTIES** – Duties may include, but are not limited to, the following:

1. Maintain general ledger, journals and accounts for food service. **E**
2. Audit purchase requisitions for accuracy, completeness, availability of funds and authorized signatures. **E**
3. Perform all accounts payable functions for food service. **E**
4. Review all invoices, check price extensions, sales tax, check for required signatures of Food and Nutrition Supervisor and person(s) receiving goods. **E**
5. Communicate with food service/business service vendors and food service staff; may order food, supplies and material, as well as provide information to resolve concerns, problems and questions regarding ordering, invoices or payments. **E**
6. Participate in budget planning and expenditure control procedures. **E**
7. Maintain records on budgets, inventory and other data required by the United States Department of Agriculture (USDA) and district policy. **E**
8. Prepare monthly trial balance and all financial statements for food service accounts. **E**
9. Maintain accurate inventory records, including tracking USDA food commodities diverted to outside processors and products stored at outside facilities. **E**
10. Audit daily sales reports, production sheets and related documents for accuracy and completeness. **E**
11. Coordinate the office of the Director of Child Nutrition, acting as a secretary, receptionist and office assistant to the supervisor, including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling food service substitutes, appointments, conferences and meetings and a variety of other details. **E**
12. Provide information as necessary on the telephone or by personal contact with parents, staff or school personnel. **E**
13. Maintain accurate records with respect to food service personnel. **E**
14. Review Free and Reduced meal applications, including communicating with food service staff, site managers and parents regarding status and problem resolution as needed. **E**
15. Assist the Director of Child Nutrition with preparing and maintaining the nutrient analysis database.
16. Provide sites with technical computer assistance.
17. Prepare monthly and year to date sales analysis reports.
18. Serves as a receptionist as needed.

**WORKING CONDITIONS**

Office environment; employee will occasionally perform duties at various district site locations; position requires working in an indoor and outdoor environment and at times in inclement weather; employee will be exposed to a variety of environmental conditions; extreme cold (walk-in refrigerator/freezer); heat (stoves, ovens); position requires heavy lifting, carrying, pushing and pulling of objects; employee may be exposed to communicable diseases and anti-social behavior.

**PHYSICAL ABILITIES**

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift up to 40 pounds, push, pull, reach overhead, kneel, squat, and climb stairs.

Central School District does not discriminate in employment on the basis of race, color, ancestry, national origin, religious creed, sex, physical handicap (including AIDS), medical condition (cancer-related) age (over 40), sexual orientation, or marital status and is subject to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and California Labor Code 1102.1.