

ACCOUNTANT, NUTRITION SERVICES

DEFINITION

Under direction of Director, Nutrition Services, performs technical accounting and fiscally related functions and activities; assists in the performance of internal audits of special funds and accounts; assists in the preparation of the annual budget and in adjusting budgetary accounts to match actual revenue; prepares District cash flow projections and reports; reviews, monitor and audit student body fund record management activities; plans, organizes, and directs accounting, food service and payroll personnel in the performance of fiscally related functions; and performs other related duties as required.

ESSENTIAL DUTIES

- Performs a variety of financial record keeping functions related to District's accounting, budget control, food service and payroll operations.
- Reviews, monitors, audits, and supervises the accounting, budget, food service, and payroll record management of the various District funds and payroll functions, including encumbrances, invoices, warrants, current liabilities, cost transfers, abatements, budget transfers, payroll warrant listings, payroll deductions, tax computations, and related transactions.
- Compiles, verifies and prepares account and budget transfers related to food service.
- Assists in the formulation, revision, implementation, and maintenance of computerized record management systems.
- Arranges posts and balances financial data, and prepares trial balance, financial statements, personnel encumbrances detail.
- Maintains journals, ledgers, and other accounting records.
- Prepares account and fund analyses.
- Operates a computer terminal inputting financial data into computer-assisted accounting, budget control food service, and payroll system.
- Performs responsible and technical accounting tasks related to the preparation and management of accounting records and reports, such as, revenue, attendance, transportation, food service, payroll, purchasing, accounts payable, accounts receivable, and Federal and State funded programs.
- Assists in reviewing purchase requisitions to ensure correctness of account codes, availability of funds, and document completeness.
- Performs a wide variety of statistical and research data gathering activities.
- Guides and coordinates the functions and activities of other accounting, budget control, food service, personnel.

QUALIFICATIONS

Knowledge of:

Principles and methods of accounting, budget planning and control, food service, payroll systems, technical report preparation, and internal audit processes;

Financial record management methods, procedures and techniques;

California school accounting legal mandates, practices, and procedures;

Accounting, budget control, and payroll computer-based record management systems;

Organization, management and employee motivation strategies and techniques.

Ability to:

Interpret and effectively communicate accounting, budget control, food service, and payroll related policies, regulations and guidelines;
Prepare clear and accurate financial statements and reports;
Perform complex and technical financial record keeping functions;
Understand and carry out oral and written directions;
Establish and maintain a cooperative working relationship.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information,
- the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Education: A Bachelor's or higher degree from an accredited college/university with a major in Accounting, Business Administration or a related field, is required.

Experience:

Two years of full time paid experience in accounting, budget control, food service accounting, or payroll supervision, preferably in an educational agency. Experience in e-Triton and Financial 2000 preferred.

License Requirement

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

Condition of Employment

Insurability by the District's liability insurance carrier.