

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

BOOKKEEPER, FOOD SERVICE

QUALIFICATIONS:

- (1) High School Graduate or equivalent.
- (2) Three (3) years experience as a bookkeeper or accounting clerk (one year of post secondary accounting training may be counted toward this requirement).
- (3) Experience using computer accounting software and operating computer and calculator.
- (4) Type a minimum of 35 words per minute.
- (5) Knowledge of general accounting and office procedures.
- (6) Satisfactory clearance of criminal history background check.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of bookkeeping. Ability to apply knowledge to work situations. Ability to collect data and prepare reports meeting requirements of food service operation and state and federal audits. Ability to understand written and oral communications regarding expenditure of funds according to applicable laws. Ability to prepare complete and accurate accounting reports. Ability to use technology to keep complex records accurately. Ability to effectively communicate with the public.

REPORTS TO:

Food Service Director

JOB GOAL

To maintain accurate records and manage the Food Service Program accounting operation in order to comply with local District policies, and state and federal requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process and verify participation and revenue information.
- * (2) Process and verify accounts payable information.
- * (3) Compile and edit (audit) all participation data and submit to the Department of Education for reimbursement.
- * (4) Maintain the food service financial information and prepare and produce various financial reports.
- * (5) Prepare food service purchase orders as directed.
- * (6) Oversee school-based cash collection procedures recommending changes to the Director.
- (7) Conduct bank reconciliation activities for school based food service operations.
- * (8) Complete correspondence with vendors on accounting discrepancies.
- (9) Compile and process USDA donated food and promotional rebates.
- * (10) Calculate the annual budget under the direction of the Director and prepare and post budget amendments.
- (11) Communicate with and train managers on reports for participation, revenue and expenditure information under the supervision of the Director.
- * (12) Perform all food service accounting for the Summer Food Service Program for Children.
- * (13) Compile and disseminate information related to food service accounting under the direction of the Director.
- (14) Maintain procedures related to food service accounting under the direction of the Food Service Director.
- (15) Interface food service accounting matters with the Finance Department.
- (17) Assist in entering information from the free and reduced price meal applications using automated system.
- (18) Answer questions from parents / guardians and schools regarding meal program information.
- (19) Use discretion in handling confidential free and reduced price meal program information.
- (20) Provide guidance to school's food service operation on the point of sale system.
- (21) Perform other general office duties as necessary.
- (22) Provide information to auditors.
- (23) Maintain files and forms.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Bookkeeper, Food Service (continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 7

SALARY LOCATOR: Classified Personnel Salary Schedule