



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD SERVICE ACCOUNT SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned Director/Assistant Director, performs a variety of complex clerical accounting duties including billings for special events, prepare and maintain related financial records, reconcile bank accounts, edit checks, data entry, meal collection reporting, claims, monitor and audit meal counts, and reports for the National School Meal Program (NSMP) which includes National School Lunch Programs, Breakfast programs and After School Programs.

EXAMPLE OF DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)

Perform a variety of complex clerical accounting duties in support of the food service NSMP. **E**

Reporting district percentages for grants, application to the California Department of Education (CDE) and reporting yearly sites for approvals for standard meal counting and/or special programs. **E**

Receive, review, process, sort and file meal counts, daily and monthly reports according to established procedures and prepare invoices for payment. **E**

Be a coordinator for Child Nutrition Information Payment System (CNIPS) through the District, creating passwords for access to accounts through CNIPS. **E**

Prepare and maintain various auditable records and reports related to NSMP for the Director's review of accuracy and establish and maintain filing systems. **E**

Prepare and reconcile bank statements and other financial statements as directed. **E**

Prepare, verify, balance, and report bank reconciliation in support of the NSMP. **E**

Input various computerized reports; assure accuracy of input and output data. **E**

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software. **E**

Communicate with administrators, personnel and outside agencies to exchange information and resolve issues or concerns for the NSMP. **E**

Perform various clerical duties related to assigned activities such as answering phones, work with California Department of Education, greeting visitors and typing and duplicating various materials; sort and distribute incoming mail; process various forms and applications including reimbursement claims as assigned. **E**

Food Service Account Specialist, continued

Maintain regular and prompt attendance in the workplace. **E**

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic accounting practices, procedures and terminology.
- Financial and statistical record-keeping and report preparation techniques.
- Preparation, review and control of assigned accounts.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of the State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Mathematical computations.
- Basic functions in California Nutrition Information Payment System through California Department of Education.

ABILITY TO:

- Perform a variety of complex clerical accounting duties in support of assigned District accounts including accounts payable and accounts receivable.
- Able to complete monthly reports due to California Department of Education.
- Receive, review and process purchase orders and invoices.
- Maintain accurate financial and statistical records and prepare reports.
- Assemble, organize and prepare data for records and reports.
- Reconcile, balance and audit assigned accounts.
- Learn District organization, operations, policies and objectives.
- Operate standard office equipment including a computer and assigned software.
- Perform clerical duties related to assigned activities.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and time lines.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Billing for special events.

EDUCATION AND EXPERIENCE:

Any combination, education, training and/or experience equivalent to the completion of the twelfth grade and two years of clerical accounting experience.

Food Service Account Specialist, continued

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs. at waist height for short distances.

Board Adopted: 2/11/14
CSEA Chapter 821
Salary Range: 46