



Gaston County Schools

School Nutrition Business Coordinator

Definition:

This employee is responsible for managing all functions and personnel pertaining to finance, payroll, human resources, accounts payables and receivables, technology, and free and reduced meal administration for Gaston County School Nutrition. The employee is involved in operational management of USDA School Nutrition programs, which requires in-depth knowledge and understanding of the National School Lunch Program (NSLP), School Breakfast Program (SBP), After School Snack Program (ASSP), and Fresh Fruit and Vegetable Program (FF&VP). The employee must possess a clear understanding and working knowledge of accounting principles and computer software packages.

Responsibilities:

Financial Management/Analysis

- Prepares all Federal, State, and local monthly, bi-annual, and annual reports
- Compiles monthly meal participation data, formats data for entry into the NCDPI Child Nutrition Technology System (NCDPI CNTS), inputs data into NCDPI CNTS, and submits claim for reimbursement
- Prepares monthly Profit and Loss Statements by school and for the district
- Evaluates program operations and analyzes data in preparation of annual budget
- Prepares annual budget
- Prepares all budget amendments
- Monitors cash flow requirements
- Compiles data and prepares monthly journal entries for general ledger accounts
- Reconciles monthly bank statements
- Prepares, collects, and assimilates data for annual audit (external financial audit)
- Enters monthly payroll information
- Prepares yearly School Nutrition payroll calendar in accordance with the school calendar
- Serves as the liaison between the bank and School Nutrition to handle situations that arise in day-to-day operations
- Creates monthly school deposit reports with recommendations of further analysis
- Serves as the liaison between School Nutrition and the Finance/Business Services Department on financial and payroll issues
- Monitors the Accounts Payables operation for School Nutrition
- Updates, maintains, and reconciles fixed asset inventories for all schools and the School Nutrition Center
- Evaluates costs and recommends changes in programs to meet existing as well as long-term fiscal needs
- Maintains and reconciles USDA Donated Food Values/Inventory



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Free and Reduced Meal Administration

- Supervises and monitors the Free and Reduced Meal Program
- Prepares the annual Free and Reduced Family Application and submits to the State Agency for approval
- Acts as the confirming official for all applications keyed by the Free and Reduced Specialist
- Supervises and monitors Free and Reduced Meal Application Verification to ensure all state and federal requirements are met

Technology

- Supervises and monitors technology upgrades, needs, and issues
- Develops technology protocols and maintains documentation of procedures related to the functionality of Horizon Software front and back-of-the-house management systems, and the Gaston County Schools AS400 financial System
- Acts as back up upon absence of the Technology Specialist

Management and Supervision

- Supervises daily School Nutrition deposits for all schools
- Direct supervision of 3 office staff positions (Accounts Payables Technician, Free and Reduced Meals Specialist, and Technology Specialist)
- Manages cash assessments and monthly department operational demographics
- Coordinates along with School Nutrition management team to make program changes and improvements that will enhance program operations
- Reviews individual school financial information and designs action plans to improve operational efficiency

Other

- Assists in the development and presentation of agendas for manager meetings
- Coordinates the annual School Nutrition employee recognition event
- Monitors years of service and prepares awards each year
- Inputs ideas and assists in development of menus
- Assists with catering functions
- Prepares Manager Back-to-School Workshop Training Classes for Technology, Free & Reduced, Banking, and Payroll
- Creates all Personnel Action Requests (PARs) and maintains personnel files for all School Nutrition employees
- Other duties as assigned

Knowledge, Skills, and Abilities:

- Working knowledge of budgeting, financial analysis, profit and loss statements, accounts payables and receivables, bank reconciliation, payroll, and human resources management; some knowledge of foodservice industry preferred
- Working knowledge of Microsoft Windows operating systems, Windows software applications, Lotus Notes, AS400, Power School databases, and Horizon International



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Software systems. Strong knowledge of computers and related technologies. Demonstration may be required at interview.

- General knowledge of components and local area networks. Understanding of mechanical, electronic, and computer principles as applied to the repair and maintenance of computers and peripherals.
- Ability to communicate effectively, provide leadership, and work with cafeteria and department managers in order to achieve and maintain financial and technological integrity in multiple locations.
- Ability to make and/or accept change with little or no difficulty and to work as a member of an organizational team. Must be able to prioritize work based on general instructions, analyze situations, and make firm decisions based on that analysis.
- Working knowledge of federal, state, and local financial regulations/requirements pertaining to Child Nutrition programs.
- Working knowledge of federal, state, and local regulations pertaining to Child Nutrition Free and Reduced price meal eligibility programs, and the ability to meet any certification criteria required by the State of North Carolina.

Physical Requirements:

- Must be able to perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, talking, hearing and repetitive motions
- Must possess the visual acuity to operate required equipment, use measurement devices, and inspect work for accuracy, thoroughness, and adherence to work standards and instructions
- Must be able to perform and lift in excess of 50 pounds occasionally, and/or in excess of 20 pounds frequently

Education and Experience

- Bachelor or Associate degree in accounting, business administration, technology, or related field, and a minimum of 4 years of relevant working experience; or an equivalent combination of education and experience

This Position Reports to: School Nutrition Director

Salary: Central Office Salary Schedule, Entry Level, CO1

Work Schedule: Monday through Friday, Twelve (12) months, eight (8) hours per day

Classification: Non -Exempt

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted



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as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

If offered a position, prospective employee must pass a required health exam, criminal records check, and drug test.

HOW TO APPLY:

Outside Applicants:

Visit Gaston County Schools' website at www.gaston.k12.nc.us

- Select "Jobs"
- Select "Careers/Job Opportunities"
- Select "Start an application for employment"
- Complete online application

The following documents must be uploaded to online application:

- Updated résumé
- Copy of **official** College Transcripts (degree-dated)
- Three completed current Classified Reference Surveys (from non Gaston County Schools employees and not from family members) in AppliTrack application or three current, dated written letters of recommendation (must be less than one year old) or a combination of the two
- Copy of certifications/licenses
- Verification of highest level of education

Qualified inside and outside applicants should mail or email letter of interest and résumé to:

Frank Fields, Director
School Nutrition Department
500 Reid Street
Lowell NC 28098
Email: ffields@gaston.k12.nc.us