

Bookkeeper – Child Nutrition

Job Description



Job Title: Bookkeeper – Child Nutrition

FLSA: Nonexempt

Reports to: Child Nutrition Director

Pay Grade: 2127A

Dept./School: Child Nutrition Department

Calendar Days: 226

Revised: 2.9.2024

Primary Purpose

Process and record department invoices, track purchases, communicate with vendors, and monitor the department budget.

Qualifications

Education/Certification:

- High school diploma or GED

Special Knowledge/Skills:

- Knowledge of bookkeeping principles and practices
- Knowledge of generally accepted account principles (GAAP)
- Ability to record and account for transactions
- Ability to maintain a ledger
- Proficient in Microsoft Office programs and financial programs/software
- Effective communication skills

Experience:

- 3 – 5 years bookkeeping/accounting experience and/or coursework preferred

Major Responsibilities and Duties

Accounting

1. Monitor department's budget, including encumbrances, expenditures, credits, and payments
2. Prepare reports as necessary
3. Conduct all transactions in a transparent manner
4. Receipt all monies in accordance with district policy
5. Ensure debit cards are paid and in good standing
6. Process and post journal vouchers and file documentation
7. Record and process campus, department, and customer payments/deposits
8. Learn, utilize, and navigate district and departmental accounting software

Records, Reports, and Correspondence

9. Develop purchasing activity reports
10. Complete weekly, monthly, and quarterly departmental spending reports
11. Inform administration on the balance of each budget line as scheduled

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Safety

12. Follow all safety procedures

Other

13. Abide by all district and department rules and policies
14. Maintain confidentiality
15. Other duties as assigned by Child Nutrition Supervisor, Director, or Executive Director and the Superintendent of Schools

Evaluation

An evaluation shall be completed in writing at least once during the course of the school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Environment: May work prolonged or irregular hours

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.