

Job Code 13Q
Range H
Revised: 07/05

FOOD SERVICE BOOKKEEPER

QUALIFICATIONS

A. REQUIRED

- High school graduation or equivalent.
- Thorough knowledge of accounting practices and methods.
- High clerical and mathematical skills; thorough knowledge of typing, and calculators.
- General knowledge of IBM compatible computers and software.
- Three years of prior experience in accounting and bookkeeping.
- Good working knowledge of computer application, word processor, database and spreadsheet.
- Equivalent combination of education/training/experience

B. DESIRED

- Thorough knowledge of IBM compatible computers and software.
- College level courses in accounting, or equivalent.
- Five years of prior experience in accounting and bookkeeping methods.
- Previous knowledge of State and Federal school lunch programs.

SUMMARY

Performs varied and complex recordkeeping. Functions involve bookkeeping and accounting techniques. Compiles and maintains statistical data; provides cost accounting services. An employee of this class must give a great deal of attention to detail and accuracy. Employee must deal effectively with district employees and corporate businesses in the exchange of information. Initiative, independent judgment and supervisory skills are required. All matters must be kept in strict confidence. Reports to: District Food Service Manager

ESSENTIAL FUNCTIONS

- Analyzes and verifies accounts payable; maintains vendor and purveyor files; and reviews all incoming statements for monies due suppliers.
- Processes food service fund disbursements and accounts receivable.
- Establishes and maintains filing system in support of food service fund and Federal Child Nutrition Programs.
- Maintains records of government commodities received.
- Prepares expense voucher for scheduled governing board meetings.
- Prepares and maintains accurate audit trail in preparation of monthly state reimbursement claim forms.
- Maintains journals, registers, accounts and ledgers and makes adjustments, as required.
- Posts money deposits to banking records; transfers monies periodically to County Treasurer; balance bank statements.
- Analyzes costs/sales variables, summarizes findings, and makes recommendations to achieve the goal of a self-sustaining, non-profit program.

ESSENTIAL FUNCTIONS (continued):

- Develops and maintains statistical data on gross sales, customer volume, food costs, labor expenses, supply costs and related factors.
- Processes warehouse requisitions; accounts for budget control; and assists District Manager in preparation of annual budget.
- Exhibits patience, tact and courtesy in dealing with others
- Promotes and supports district-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned.

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to multi-task in an office setting
- Ability to perform calculations
- Ability to effectively communicate
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform functions requiring manual dexterity