

## Food Services Accounting/Program Specialist

### Purpose Statement

The job of Food Services Accounting/Program Specialist is done for the purpose/s of performing a variety of financial activities including processing, recording, updating and reconciling fiscal information; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget as well as performing activities related to the Free and Reduced Program.

### Essential Functions

- Attends professional meetings for the purpose of remaining knowledgeable with current regulations and practices.
- Compiles data from a variety of sources (e.g. Nutri-Kids, Point of Sale, eMaint, Facility Booking, etc.) for the purpose of providing up-to-date information to the appropriate parties.
- Coordinates a variety of programs and/or activities (e.g. purchasing for school to vendors, grocery orders, etc.) for the purpose of ensuring availability of supplies and/or equipment required for food services operations.
- Coordinates payments to Vendors for the purpose of processing, verifying and reconciling department expenses.
- Enrolls eligible students in the Free and Reduced Program (e.g. verifies income, manages the online free and reduced software, fills out paperwork, etc.) for the purpose of ensuring compliance with state and federal standards.
- Evaluates and responds to inquiries and situations from a variety of internal and external parties (e.g. staff, students, contractors, vendors, public agencies, patrons, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction, or taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of financial information, files, records and/or databases and various documents (e.g. monthly reports, invoices, calendars, payment authorizations, operations guides, vendor invoices, etc.) for the purpose of providing up-to-date references, audit trail for compliance, rules, regulations, procedures and/or documentation to meet District, State and Federal requirements (both financial and Free and Reduced programs).
- Manages negative balances on prepay plans for the purpose of implementing a collection plan starting with parent reminder letters to referrals to collection agency.
- Prepares and completes purchase order activities and processes for the purpose of providing services within established guidelines in a timely manner.
- Prepares written materials (e.g. reports, memos, letters, spreadsheets, etc.) and electronic financial information for the purpose of documenting activities, providing written reference, and/or conveying information and complying with established financial, legal and/or administrative requirements.
- Receives and verifies monies for deposit for the purpose of ensuring appropriate documentation of financial activity and issuing receipt.
- Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adherence to established procedures prior to processing.

- Trains food service personnel and district bookkeepers for the purpose of ensuring efficient and effective functioning of the work unit.
- Transports money for the purpose of having the proper funds available and distributed appropriately.

**Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; understanding and performing accounting/bookkeeping/data procedures, using pertinent software applications, and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; common office machines, and understands software applications and state/federal programs.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyze data, resolve issues, work with diverse groups, being attentive to detailed work, meeting deadlines and schedules, maintaining confidentiality, and adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Basic Bookkeeping Functions

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
 Kansas Certification of Health

**FLSA Status**

Non Exempt

**Approval Date**

6/23/2026

**Salary Grade**

FNS 25