

## **Lawrence County School District**

### **Child Nutrition Bookkeeper**

#### **Job Description**

**Reports To:** Director of Child Nutrition

#### **Qualifications:**

- High school diploma or equivalent.
- Minimum of 5 years' experience in bookkeeping/accounting functions.
- Ability to identify reimbursable meals.
- Proficient in computer software application skills – MS Excel, MSWord, email software, etc.
- Proficient in operation of standard office equipment.
- Knowledge of efficient filing and record keeping and ability to perform complex data entry.
- Basic understanding of Generally Accepted Accounting Principles.
- Knowledgeable of point-of-sale, accounting, and free and reduced software programs.
- Knowledgeable of State and Federal rules and regulations and local policies pertaining to the school feeding programs.

#### **Purpose Statement:**

By reviewing the bookkeeping procedures for the Child Nutrition Office and each school cafeteria's operating procedures, the Bookkeeper will work to ensure that all school cafeterias and the Child Nutrition Office are following the State and Federal regulations and requirements. The Bookkeeper will work to ensure that proper training is conducting as needed to ensure compliance, that workflow is streamlined and running efficiently, and that all bookkeeping functions are completed in a timely manner.

#### **Essential Duties & Responsibilities:**

- Process accounts payable and receivable for Child Nutrition Department.
- Prepare and enter monthly reimbursement data into state meal claiming and accounting website for submission.
- Prepare monthly general ledger/journal entries.
- Reconcile accounts monthly with County Trustee and banks.
- Assist with preparation of monthly payroll.
- Facilitates audit of records with internal/external auditors.

- Reviews daily bank deposit tickets for accuracy and takes corrective action, if necessary.
- Assist with processing of Family Meal Applications (paper and online).
- Assist with processing of cafeteria food vendor orders.
- Track USDA donated foods (commodities) as received by distributor and allocate among schools.
- Assist with transferring of food between schools, as necessary.
- Travel to schools, as necessary. Must maintain driver's license, in good standing.
- Attend staff development meetings, manager meetings, in-service meetings, and any other training/meetings as deemed necessary by Director of Child Nutrition.
- Ability to maintain a good working relationship with co-workers and understand confidentiality is most importance.
- Ability to work with Cafeteria Managers, Principals, and other Supervisors, as needed, for the efficient operation of the Child Nutrition program.
- Perform any other duties as required or assigned by Director of Child Nutrition.

**Capacity and Ability Requirements:**

- Able to understand and follow policies, procedures, etc.
- Ability to communicate policies, procedures, etc. using proper grammar, spelling, and punctuation.
- Able to explain and communicate instructions to staff.
- Ability to make decisions in accordance with policies and procedures of Local, State and Federal agencies.
- Ability to identify and communicate any deficiencies in compliance with Local, State, and Federal regulations and requirements.
- Capable of performing job duties without direct supervision.

**Physical Demands:**

- Talking
- Seeing
- Hearing
- Walking
- Traveling (driving) from school to school

**Terms of Employment:** 230 days based out of the Child Nutrition Office at the Central Office.

**Evaluation:** Director of Child Nutrition will annually conduct evaluation.

Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_