



MOSS POINT SCHOOL DISTRICT

BOOKKEEPER –CHILD NUTRITION

FEBRUARY 2017

DEPARTMENT/SITE: Child Nutrition Department

QUALIFICATIONS: Associate degree in accounting or credits in accounting at or above the junior class level, or successful completion of formal preparatory program for bookkeepers; or three years of experience in an equivalent position

Experience with Microsoft Word, Excel and other database software (accounting type software a plus)

English proficiency and good communication skills

REPORTS TO: Supervisor of Child Nutrition

SUPERVISES: N/A

JOB GOAL: To perform at a high proficiency level the responsibilities as outlined.

PERFORMANCE RESPONSIBILITIES:

1. Prepare all food service invoices for payment on monthly docket of claims through accounts payable.
2. Bill all special functions that are prepared by food service and collect the payment through accounts receivable.
3. Generate all purchase orders for the food service department.
4. Prepare financial statements twice a month for the food service department and reconciles bank deposits monthly.
5. Compile information for the state report/monthly reimbursement request, generate report; transmit to the State Department of Education and Office of Child Nutrition.
6. Order all commodities as they are available from the regional Hattiesburg warehouse, documenting the receipt of such as required. Balance with the State Department each month the commodities received for the month. Make the journal entries necessary to account for commodities in the general ledger.
7. Coordinates assigned program components (e.g. commodity deliveries, weekly food orders, bid process etc.) for the purpose of delivering services in compliance with established guidelines.
8. Investigate all NSF checks and seek to rectify problem(s).
9. Maintain and receipt petty cash used by the food service department for emergency purchases and special functions.
10. Maintains inventory of department supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
11. Keep a log of all repairs made to the equipment in the food service department to

- include the item repaired, cost, and a copy of the purchase order and invoice.
12. Maintain the fixed assets for the food service department, and coordinate with the district to assure that food service fixed assets are in balance.
 13. Arranges transfer of food and supplies from Child Nutrition warehouse.
 14. Apply public relation practices supportive of the school district and staff.
 15. Maintain confidentiality where appropriate.
 16. Schedule work to meet deadlines.
 17. Assist the Director with budget projections and USDA commodity bids on food, equipment, and supplies. Help compute bid tabs when time allows.
 18. Keep the Director informed on all information and support school site manager(s) for the purpose of providing assistance with administrative functions.
 19. Keep records to meet all audit and state food service requirements.
 20. Attend seminars, meetings, and workshops that are necessary to perform the position.
 21. Maintain a pleasant and friendly attitude.
 22. All other duties as assigned.

TERMS OF EMPLOYMENT: 240 days.

Salary for this position shall be commensurate with the years of experience as determined under the policies and procedures of the Moss Point School District and in accordance with the pay scale.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Trustees' policy on evaluation of District personnel.