

OCSD Job Description

POSITION TITLE: Accounting Clerk
DEPARTMENT: Food Service
REPORTS TO: Food Service Coordinator

OBJECTIVE: The Accounting Clerk will be responsible for all accounts payable/receivable, bank statement reconciliations, local revenue funds (cash taken in by food service cashiers), and purchase requisitions. This candidate will perform essential reconciliation of Food Service cash deposits and meal data to ensure the accuracy of the monthly revenue and expense transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews, process, and pays all authorized invoices.
2. Ensures timely entry of data to automated system.
3. Maintains vendor file including vendor numbers and responds to vendor inquiry regarding payment.
4. Maintains files of paid and unpaid invoices and purchase orders.
5. Assists with annual audit.
6. Prepares, verifies and distributes check and file copies.
7. Completes all reports required by the State Department's Office of Food Service.
8. Enters all financial data in the Food Service Module in IVisions.
9. Types and distributes school menus.
10. Maintains accurate records for Direct Certification and Verification.
11. Serves as the main support for all financial transactions.
12. Prepares and follow-up on purchase orders for food service.
13. Performs other duties as may be assigned by the Coordinator of Food Service.

QUALIFICATION REQUIREMENTS/EXPERIENCE

- High school diploma or GED required; Associate or Bachelor degree in accounting or business preferred, but not necessary.
- At least three (3) years of experience in accounting or business.
- Ability to read and interpret documents related to the food service program.
- Ability to write routine reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Personal computer and mainframe spreadsheet experience.

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